REGULAR BOARD MEETING
Wednesday, April 16, 2025
10:00 a.m.
Hybrid Participation

CLALLAM TRANSIT SYSTEM
In-Person: 830 W. Lauridsen Blvd., Port Angeles
Virtual: 253-215-8782
Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATIONS

A. **Employee of the First Quarter 2025 – Paratransit Operator Bob Richmond**

CONSENT AGENDA

A. **Factsheet 2025-021:** Consent Agenda – Motion No. M10:2025
   - **Payment Listing** – March 13, 2025 through April 9, 2025
   - **Board Meeting Minutes** – March 19, 2025
   - **Resolution R4:2025** – Employee of the First Quarter 2025
   - **Resolution R5:2025** – Retirement
   - **Proclamation P2:2025** – Transit Employee Appreciation Day

ACTION ITEMS

A. **Factsheet 2025-022:** General Manager Resignation - Motion M11:2025
   James I. Fetzer, General Manager
B. **Factsheet 2025-023:** General Manager Recruitment and Planning Special Committee
   Barb Cox, Human Resources Manager
C. **Factsheet 2025-024**: Revised 2025 CTS Regular Board Meeting Schedule – Resolution No. R6:2025
   Barb Cox, Human Resources Manager

INFORMATIONAL ITEMS

A.	Executive Report	Jim Fetzer, General Manager
B.	**Factsheet 2025-025:** Operations Department Report	Jason McNickle, Operations Manager
C.	**Factsheet 2025-026:** Finance Department Report	Cherie Huxtable, Finance Manager
D.	Maintenance Department Report	Gary Abrams, Maintenance Manager
E.	**Factsheet 2025-027:** Administrative Services Department Report	Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

CLALLAM TRANSIT

www.clallamtransit.com
360-452-4511

April 9, 2025

Selection of the "Employee of the Quarter" – First Quarter of 2025

To All Employees,

Please join me in congratulating the selection of Clallam Transit System's (CTS) Employee of the Quarter for the first quarter of 2025!

Bob Richmond, Paratransit Operator

"Bob is a real professional. He always remains calm and consistent when dealing with the public. He is always courteous and is a good representative of Clallam Transit. Clallam Connect customers have good things to say about the way he drives and the way he interacts with customers. Bob has also proven to be a safe and reliable employee of CTS and should be recognized for the excellent job he does for CTS."

The following employees were also nominated and are being recognized for their attitude and performance during the last quarter:

John Stewart-Fixed-route Operator

Congratulations Bob! We are grateful for the contributions you make as a Paratransit Operator, the care you take assisting Clallam Connect customers, and getting them to their destinations safely. Excellent work.

Thank you,

Jim Fetzer
General Manager

Title: April 2025 Consent Agenda
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-021
Date: April 16, 2025

Background
The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

Discussion
- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board.
- **Resolution R4:2025:** Employee of the First Quarter 2025
- **Resolution R5:2025:** Retirement Recognition
- **Proclamation P2:2025:** Transit Employee Appreciation Day May 2025

Recommended Action
Move to approve the actions outlined above in the consent agenda, motion no. M10:2025, as presented.

Attachments
- Payment Listing – March 13, 2025, through April 9, 2025
- March 19, 2025 Board Minutes
- Resolution R4:2025 – 2025 Employee of the First Quarter – Paratransit Operator Bob Richmond
- Resolution R5:2025 – Retirement – Customer Service Representative Nancy Visell
- Proclamation P2:2025 – Transit Employee Appreciation Day May 2, 2025

Passed and adopted by the Board at a regular meeting by CTS Motion No. M10:2025 thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: Board Meeting File

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

www.clallamtransit.com
360-452-4511

Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jim Fetzer, General Manager

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."

Finance Manager — April 16, 2025 (Date)

Umpqua Bank	From	To	From	To	Amount
Automated Checks	3/13/2025	4/9/2025	101211	101342	307,353.75
ACHs - External Initiated	3/13/2025	4/9/2025	50734	50740	216,055.88
ACHs - Other Internal Initiated	3/13/2025	4/9/2025	245	274	51,065.71
				TOTAL "Accounts Payable Check Disbursement List"	**$ 574,475.34**
ACHs - Payroll Internal Initiated	3/13/2025	4/9/2025	EFT0028	EFT0029	384,636.43
				TOTAL ACH REGISTER	**$ 384,636.43**
				TOTAL ALL PAYMENTS	**$ 959,111.77**

BOARD APPROVAL OF PAYMENT LISTING

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

Chair — Date

Clallam Transit System

Check Report

By Check Number

Date Range: 03/13/2025 - 04/09/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
633	PETROCARD, INC	03/14/2025	EFT	0.00	1,387.98	245
5105	Julie Shannon	03/14/2025	EFT	0.00	225.34	246
5097	RACHEL PARKER	03/14/2025	EFT	0.00	536.05	247
5002	RYAN WOODS	03/14/2025	EFT	0.00	93.60	248
214	AMALGAMATED TRANSIT UNION	03/20/2025	EFT	0.00	2,232.87	249
210	EMPLOYEES ASSOCIATION	03/20/2025	EFT	0.00	416.50	250
810	HRA VEBA	03/20/2025	EFT	0.00	3,961.28	251
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	03/20/2025	EFT	0.00	10,852.51	252
843	PF EA CHARITY FUND	03/20/2025	EFT	0.00	31.00	253
240	UNITED WAY OF CLALLAM COUNTY	03/20/2025	EFT	0.00	40.00	254
DT191	DONALD TRAUTMAN	03/21/2025	EFT	0.00	136.00	256
9JG20	JEFF GINGELL	03/21/2025	EFT	0.00	77.14	257
5058	ELLIOT PAUL BOUGHEN-CALDWELL	03/28/2025	EFT	0.00	136.00	258
5001	JUSTIN BURNS	03/28/2025	EFT	0.00	299.42	259
5098	RUSSELL DRIVER	03/28/2025	EFT	0.00	102.00	260
5089	SHAWN LANDRY	03/28/2025	EFT	0.00	210.00	261
633	PETROCARD, INC	03/28/2025	EFT	0.00	8,267.56	262
633	PETROCARD, INC	04/04/2025	EFT	0.00	693.99	263
1099	CHERIE HUXTABLE	04/04/2025	EFT	0.00	67.00	264
5135	Edward Thompson	04/04/2025	EFT	0.00	40.00	265
5072	HAYLEY GRALL	04/04/2025	EFT	0.00	290.80	266
LH087	Leo Hansen	04/04/2025	EFT	0.00	300.00	267
5136	Morgan Huck Mulligan	04/04/2025	EFT	0.00	40.00	268
214	AMALGAMATED TRANSIT UNION	04/04/2025	EFT	0.00	2,300.89	269
210	EMPLOYEES ASSOCIATION	04/04/2025	EFT	0.00	456.50	270
810	HRA VEBA	04/04/2025	EFT	0.00	6,870.42	271
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	04/04/2025	EFT	0.00	10,929.86	272
843	PF EA CHARITY FUND	04/04/2025	EFT	0.00	31.00	273
240	UNITED WAY OF CLALLAM COUNTY	04/04/2025	EFT	0.00	40.00	274
			Total EFT:	**0.00**	**51,065.71**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	03/20/2025	Bank Draft	0.00	64,707.15	50734
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/20/2025	Bank Draft	0.00	-42,657.97	50735
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/20/2025	Bank Draft	0.00	42,657.97	50735
1241	UNITED PARCEL SERVICE	03/21/2025	Bank Draft	0.00	32.07	50736
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/28/2025	Bank Draft	0.00	42,607.97	50737
184	WA DOR - B&O TAXES	04/04/2025	Bank Draft	0.00	224.61	50738
858	EFTPS - 941 DEPOSITS	04/04/2025	Bank Draft	0.00	65,531.20	50739
303	WA DRS - DEPT OF RETIREMENT SRVCS	04/04/2025	Bank Draft	0.00	42,952.88	50740
			Total Bank Draft:	**0.00**	**216,055.88**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
885	CBS REPORTING, INC	03/18/2025	Regular	0.00	138.00	101211
999	CENTURYLINK	03/18/2025	Regular	0.00	338.68	101212
1066	CINTAS CORPORATION NO 3	03/18/2025	Regular	0.00	197.47	101213
245	CITY /PORT ANGELES	03/18/2025	Regular	0.00	119.57	101214
031	CITY OF PORT ANGELES	03/18/2025	Regular	0.00	25,000.00	101215
576	CLALLAM COUNTY ECONOMIC DEV CORP	03/18/2025	Regular	0.00	1,000.00	101216
435	GALLS PARENT HOLDINGS LLC	03/18/2025	Regular	0.00	577.12	101217
057	GRAINGER	03/18/2025	Regular	0.00	54.43	101218
014	LES SCHWAB GROUP HOLDINGS LLC	03/18/2025	Regular	0.00	6,893.87	101219
923	MATTHEW C LASHER III	03/18/2025	Regular	0.00	473.72	101220
750	NORTHWEST PUMP & EQUIPMENT	03/18/2025	Regular	0.00	843.05	101221
979	SCOTT'S AUTO TRIM	03/18/2025	Regular	0.00	647.26	101222
1239	Security Service Northwest, Inc.	03/18/2025	Regular	0.00	1,223.75	101223
768	SELECT ADVANTAGE	03/18/2025	Regular	0.00	285.00	101224
1054	SMARSH, INC	03/18/2025	Regular	0.00	1,722.06	101225
108	SOUND PUBLISHING INC.	03/18/2025	Regular	0.00	699.00	101226
1046	UNITE GPS LLC	03/18/2025	Regular	0.00	400.00	101227
140	US POSTAL SERVICE	03/18/2025	Regular	0.00	1,000.00	101228
181	VERIZON WIRELESS,BELLEVUE	03/18/2025	Regular	0.00	851.52	101229
509	VESTIS GROUP	03/18/2025	Regular	0.00	101.03	101230
145	WSTA	03/18/2025	Regular	0.00	150.00	101231
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	03/19/2025	Regular	0.00	170.77	101232
1150	AMAZON CAPITAL SERVICES	03/20/2025	Regular	0.00	1,116.19	101233
510	CUMMINS INC.	03/20/2025	Regular	0.00	616.56	101234
307	FERRELLGAS LP	03/20/2025	Regular	0.00	2,951.15	101235
305	GILLIG LLC	03/20/2025	Regular	0.00	1,380.09	101236
178	HARLOW'S BUS SALES INC.	03/20/2025	Regular	0.00	1,216.82	101237
1224	KBT DISTRIBUTING LLC	03/20/2025	Regular	0.00	27,453.17	101238
322	MOHAWK MFG. & SUPPLY CO.	03/20/2025	Regular	0.00	512.64	101239
751	MUNCIE RECLAMATION & SUPPLY	03/20/2025	Regular	0.00	1,816.33	101240
221	RACE STREET AUTO PARTS-NAPA	03/20/2025	Regular	0.00	2,503.24	101241
375	RUDDELL AUTO INC.	03/20/2025	Regular	0.00	297.65	101242
504	ANGELES COMMUNICATION INC	03/25/2025	Regular	0.00	614.74	101243
031	CITY OF PORT ANGELES	03/25/2025	Regular	0.00	1,539.21	101244
361	COPY CAT GRAPHICS & SIGNS, LLC	03/25/2025	Regular	0.00	7,214.65	101245
1089	DR PANZA LLC	03/25/2025	Regular	0.00	420.00	101246
244	FORKS FORUM	03/25/2025	Regular	0.00	116.00	101247
057	GRAINGER	03/25/2025	Regular	0.00	25.50	101248
752	HI-TECH SECURITY, INC.	03/25/2025	Regular	0.00	458.90	101249
1121	LEMAY MOBILE SHREDDING	03/25/2025	Regular	0.00	72.28	101250
923	MATTHEW C LASHER III	03/25/2025	Regular	0.00	36.97	101251
874	NORTHWEST PLASTICS, INC.	03/25/2025	Regular	0.00	715.47	101252
453	OLYMPIC ELECTRIC CO INC	03/25/2025	Regular	0.00	599.33	101253
564	PUD #1 OF CLALLAM COUNTY	03/25/2025	Regular	0.00	85.72	101254
1095	REANDEAU STORMWATER MANAGEMENT	03/25/2025	Regular	0.00	539.06	101255
1239	Security Service Northwest, Inc.	03/25/2025	Regular	0.00	1,485.00	101256
872	THOMAS PRINTING, INC.	03/25/2025	Regular	0.00	8,386.39	101257
509	VESTIS GROUP	03/25/2025	Regular	0.00	97.61	101258
017	WAVE BROADBAND	03/25/2025	Regular	0.00	136.51	101259
845	WAVE DIVISION HOLDINGS, LLC	03/25/2025	Regular	0.00	1,307.95	101260
510	CUMMINS INC.	03/26/2025	Regular	0.00	787.73	101261
307	FERRELLGAS LP	03/26/2025	Regular	0.00	2,880.06	101262
178	HARLOW'S BUS SALES INC.	03/26/2025	Regular	0.00	113.30	101263
1128	NFI PARTS	03/26/2025	Regular	0.00	322.41	101264
221	RACE STREET AUTO PARTS-NAPA	03/26/2025	Regular	0.00	349.08	101265
179	BANK OF AMERICA	03/31/2025	Regular	0.00	884.32	101266
US0506	US BANK 0506	03/31/2025	Regular	0.00	41.31	101267
US0898	US BANK 0898	03/31/2025	Regular	0.00	500.00	101268
US2204	US BANK 2204	03/31/2025	Regular	0.00	265.27	101269
US2734	US BANK 2734	03/31/2025	Regular	0.00	157.40	101270

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
US3520	US BANK 3520	03/31/2025	Regular	0.00	1,514.33	101271
US6068	US BANK 6068	03/31/2025	Regular	0.00	34.02	101272
US6383	US BANK 6383	03/31/2025	Regular	0.00	192.22	101273
US6466	US BANK 6466	03/31/2025	Regular	0.00	81.66	101274
US9494	US BANK 9494	03/31/2025	Regular	0.00	2,120.20	101275
US1603	USBANK 1603	03/31/2025	Regular	0.00	2,268.46	101276
US3151	USBANK 3151	03/31/2025	Regular	0.00	540.14	101277
US9673	USBANK 9673	03/31/2025	Regular	0.00	250.00	101278
US9737	USBANK 9737	03/31/2025	Regular	0.00	6,367.90	101279
1150	AMAZON CAPITAL SERVICES	04/01/2025	Regular	0.00	1,412.35	101280
109	CENTURYLINK	04/01/2025	Regular	0.00	143.46	101281
999	CENTURYLINK	04/01/2025	Regular	0.00	158.43	101282
1066	CINTAS CORPORATION NO 3	04/01/2025	Regular	0.00	394.96	101283
245	CITY /PORT ANGELES	04/01/2025	Regular	0.00	90.29	101284
960	EVERGREEN COLLISION CENTER, INC.	04/01/2025	Regular	0.00	4,581.38	101285
982	FASTENAL COMPANY	04/01/2025	Regular	0.00	1,588.09	101286
307	FERRELLGAS LP	04/01/2025	Regular	0.00	1,289.16	101287
1010	HUB International Great Plains, LLC	04/01/2025	Regular	0.00	7,000.00	101288
522	JEFFERSON TRANSIT AUTHORITY	04/01/2025	Regular	0.00	3,750.00	101289
014	LES SCHWAB GROUP HOLDINGS LLC	04/01/2025	Regular	0.00	815.73	101290
923	MATTHEW C LASHER III	04/01/2025	Regular	0.00	157.90	101291
453	OLYMPIC ELECTRIC CO INC	04/01/2025	Regular	0.00	20,505.88	101292
937	OLYMPIC SPRINGS, INC	04/01/2025	Regular	0.00	322.73	101293
1239	Security Service Northwest, Inc.	04/01/2025	Regular	0.00	1,485.00	101294
181	VERIZON WIRELESS,BELLEVUE	04/01/2025	Regular	0.00	5,630.94	101295
509	VESTIS GROUP	04/01/2025	Regular	0.00	101.03	101296
1137	WALTER E NELSON OF WEST WASHINGTON	04/01/2025	Regular	0.00	422.58	101297
145	WSTA	04/01/2025	Regular	0.00	325.00	101298
344	XEROX CORPORATION	04/01/2025	Regular	0.00	346.01	101299
307	FERRELLGAS LP	04/02/2025	Regular	0.00	2,711.96	101300
322	MOHAWK MFG. & SUPPLY CO.	04/02/2025	Regular	0.00	161.28	101301
751	MUNCIE RECLAMATION & SUPPLY	04/02/2025	Regular	0.00	2,481.59	101302
1128	NFI PARTS	04/02/2025	Regular	0.00	1,364.04	101303
874	NORTHWEST PLASTICS, INC.	04/02/2025	Regular	0.00	261.36	101304
221	RACE STREET AUTO PARTS-NAPA	04/02/2025	Regular	0.00	1,146.64	101305
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	04/04/2025	Regular	0.00	170.77	101306
1240	AT&T Mobility	04/08/2025	Regular	0.00	49.77	101307
1081	CINTAS CORP NO 2	04/08/2025	Regular	0.00	226.50	101308
1066	CINTAS CORPORATION NO 3	04/08/2025	Regular	0.00	197.48	101309
031	CITY OF PORT ANGELES	04/08/2025	Regular	0.00	5,843.52	101310
032	CITY OF SEQUIM	04/08/2025	Regular	0.00	4,597.16	101311
982	FASTENAL COMPANY	04/08/2025	Regular	0.00	216.80	101312
062	FIRE CHIEF EQUIPMENT CO., INC.	04/08/2025	Regular	0.00	3,660.79	101313
850	FUELCARE, INC.	04/08/2025	Regular	0.00	1,816.45	101314
435	GALLS PARENT HOLDINGS LLC	04/08/2025	Regular	0.00	545.18	101315
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	04/08/2025	Regular	0.00	185.50	101316
014	LES SCHWAB GROUP HOLDINGS LLC	04/08/2025	Regular	0.00	666.72	101317
314	M & P GARAGE DOORS	04/08/2025	Regular	0.00	10,743.32	101318
923	MATTHEW C LASHER III	04/08/2025	Regular	0.00	631.62	101319
937	OLYMPIC SPRINGS, INC	04/08/2025	Regular	0.00	420.27	101320
1052A	OneBridge Benefits	04/08/2025	Regular	0.00	150.00	101321
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	04/08/2025	Regular	0.00	3,184.40	101322
036	ROBERT PURCELL	04/08/2025	Regular	0.00	590.00	101323
1239	Security Service Northwest, Inc.	04/08/2025	Regular	0.00	1,237.50	101324
768	SELECT ADVANTAGE	04/08/2025	Regular	0.00	25.00	101325
108	SOUND PUBLISHING INC.	04/08/2025	Regular	0.00	699.00	101326
1134	THERMO FLUIDS INC.	04/08/2025	Regular	0.00	79.04	101327
509	VESTIS GROUP	04/08/2025	Regular	0.00	104.29	101328
389	VESTIS GROUP INC	04/08/2025	Regular	0.00	179.41	101329
1250	Via Transportation	04/08/2025	Regular	0.00	38,986.20	101330
303	WA DRS - DEPT OF RETIREMENT SRVCS	04/08/2025	Regular	0.00	28.61	101331

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
746	WEST WASTE & RECYCLING, INC.	04/08/2025	Regular	0.00	120.00	101332
145	WSTA	04/08/2025	Regular	0.00	2,650.00	101333
344	XEROX CORPORATION	04/08/2025	Regular	0.00	36.82	101334
510	CUMMINS INC.	04/09/2025	Regular	0.00	6,536.94	101335
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/09/2025	Regular	0.00	890.56	101336
307	FERRELLGAS LP	04/09/2025	Regular	0.00	2,251.39	101337
305	GILLIG LLC	04/09/2025	Regular	0.00	1,245.58	101338
178	HARLOW'S BUS SALES INC.	04/09/2025	Regular	0.00	237.13	101339
1224	KBT DISTRIBUTING LLC	04/09/2025	Regular	0.00	29,992.59	101340
751	MUNCIE RECLAMATION & SUPPLY	04/09/2025	Regular	0.00	2,100.64	101341
221	RACE STREET AUTO PARTS-NAPA	04/09/2025	Regular	0.00	1,137.77	101342
			Total Regular:	**0.00**	**307,353.75**	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	252	132	0.00	307,353.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	216,055.88
EFT's	60	29	0.00	51,065.71
	320	**169**	**0.00**	**574,475.34**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	252	132	0.00	307,353.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	216,055.88
EFT's	60	29	0.00	51,065.71
	320	**169**	**0.00**	**574,475.34**

Fund Summary

Fund	Name	Period	Amount
100	General Fund	3/2025	262,623.68
100	General Fund	4/2025	311,851.66
			574,475.34

BOARD MEETING MINUTES

Wednesday, March 19, 2025
Regular Meeting

In-person Meeting:
830 West Lauridsen Blvd., Port Angeles
Virtual: 858 1027 6869

BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Brendan Meyer, City of Port Angeles; Lindsey Schromen-Wawrin, City of Port Angeles; Rachel Anderson, City of Sequim; Jeff Gingell, City of Forks; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jim Fetzer, General Manager; Jason McNickle, Operations Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; and Hayley Grall/Deputy Clerk to the Board

1. **CALL TO ORDER**
   Ozias called the in-person and virtual meeting to order at 10:00 a.m., with 6 voting members present. ***Quorum met.***

2. **ROLL CALL**
   Clint Wood, City of Forks was absent.

3. **PUBLIC COMMENT**
   None.

4. **PRESENTATION**
   Donald Trautman thanked and commended for his 15 years of service at Clallam Transit System.

5. **CONSENT AGENDA**
   A. **Factsheet 2025-015: Consent Agenda – Motion No. M7:2025**
      - **Payment Listing** – February 13, 2025 through March 12, 2025
      - **Board Meeting Minutes** – February 19, 2025
      - **Resolution R3:2025** – Donald Trautman Retirement

      FINAL ACTION: Meyer moved *to approve the consent agenda.* ***Motion passed 6-0.***

6. **ACTION ITEMS**
   A. **Factsheet 2025-016: 2025 Operating Budget Amendment No. 1 – Motion No. M8:2025**
      Proposed budget update to include fleet maintenance technician and other planned expenditures.

      FINAL ACTION: Meyer moved *to approve by CTS Motion No. M8:2025, to adopt the amended 2025 Operating Budget.* ***Motion passed 6-0.***

   B. **Factsheet 2025-021: TransTrack Procurement and Contract Authorization – Motion No. M9:2025**
      Maintenance department software procurement spending authority up to $130,000 requested. Program features and benefits discussed.

      FINAL ACTION: Meyer moved *to authorize by CTS Motion No. M9:2025, to execute the TransTrack Solutions Group contract as presented.* ***Motion passed 6-0.***

7. **EXECUTIVE SESSION**
   Pursuant to RCW 42.30.110(g), review the performance of a public employee. The session is closed to the public. Board action is not anticipated to follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the executive session.

   The Board adjourned into executive session at 10:15 a.m. The regular session would reconvene at 10:30 a.m. The regular meeting was called back to order at 10:32 a.m. No action was taken.

   The Board announced General Manager Jim Fetzer is retiring. Fetzer was thanked for his leadership and the significant positive impact he has had on the agency and community.

8. BOARD STRATEGY PLANNING SESSION – Factsheet 2025-017
Review of the 2025-2030 Transit Development Plan (TDP) planned for future discussion.

9. INFORMATIONAL ITEMS

A. Executive Report

- **House Bill (HB) 1418:** Monitoring bill that would allow appointment of two transit users as voting board members if agencies elect.
- **Hurricane Ridge:** Collaborating with National Park Service for route planning of seasonal service to begin May 24-Sepetmber 1, 2025.
- **5339(a) Grant Award:** Funding for five buses under review.
- **Safety Awards Banquet:** Sunday, April 13, 2025, at 7 Cedars beginning at 4:00 p.m. Board members invited to attend.

B. Factsheet 2025-018: Operations Department Report: Report overview provided. Reportable accidents, fleet growth, COA implementation, and microtransit potential service increases discussed.

C. Factsheet 2025-019: Finance Department Report: Report overview provided. Positive board feedback on consolidated reports.

Schromen-Wawrin left the meeting at 11:00 a.m.

D. Maintenance Department Report

- **New Vans:** Two ready to go into service. Smaller paratransit vehicles may make navigation easier.
- **Recruitment:** Mechanic hiring in process.
- **Software:** Implementation to begin soon.

E. Factsheet 2025-020: Administrative Services Department Report: Report overview provided. October 2025 board meeting date change discussed. Sequim board vacancy discussed with consideration of identifying possible alternative meeting times.

10. BOARD OPEN DISCUSSION
Meyer visiting Mexico City and excited to use their transit system.

11. MEETING ADJOURNMENT
Next board meeting, April 16, 2025, at 10:00 a.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 11:14 a.m.

Mark Ozias, Chairperson

Hayley Grall, Deputy Clerk to the Board

ROBERT RICHMOND EMPLOYEE OF THE QUARTER
RESOLUTION NO. R4:2025

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commending, Paratransit Operator Robert Richmond for leadership upon being selected as the "*Employee of the Quarter*," for the first quarter of 2025.

Whereas, Robert (Bob) Richmond has demonstrated exceptional customer service and great work ethic in his position with Clallam Transit System (CTS); and

Whereas, Bob was hired as a paratransit operator in January of 2023 and was nominated for employee of the first quarter of 2024; and

Whereas, "Bob is a real professional. He always remains calm and consistent when dealing with the public."; and

Whereas, "He is always courteous and is a good representative of Clallam Transit".; and

Whereas, "Clallam Connect customers have good things to say about the way he drives and the way he interacts with the customers"; and

Whereas, "Bob has also proven to be a safe and reliable employee of CTS and should be recognized for the excellent job he does for CTS"; and

Whereas, the Board of the Clallam Transit System (Board) wishes to express its appreciation and commend Robert Richmond for his dedication, and leadership; now therefore,

Be it resolved by the Board that: The Board hereby recognizes Paratransit Operator Robert Richmond as the CTS *Employee of the Quarter* for his dedication and service to Clallam Transit System, during the first quarter of 2025. The Board hereby extends its gratitude to Bob for his dedicated service.

Passed and adopted by the Board at a regular meeting thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

NANCY VISELL RETIREMENT
RESOLUTION NO. R5:2025

A resolution by the Board of Clallam Transit System for the purpose of honoring Customer Service Representative Nancy Visell for her years of service upon her retirement.

Whereas, Nancy Visell, Paratransit Customer Service Representative, will retire effective July 13, 2025, with her last day worked on April 18, 2025. Nancy has provided more than 14 years of commendable service to Clallam Transit System; and

Whereas, Nancy began her career as a customer service representative for paratransit on April 1, 2011; and

Whereas, throughout her career, Nancy has received many commendations for her contributions in providing exceptional customer service, remaining calm in stressful situations, and assisting customers in scheduling paratransit transportation; and

Whereas, Nancy's work ethic shows her pride in the high quality service Clallam Connect provides to the public and its passengers; and

Whereas, Nancy was selected and honored as a crucial part of the paratransit team that was awarded as the 2013 employee of the year. It was noted, as a part of this team effort, Nancy assisted in overall paratransit team safety and offering consistent compassionate customer service; and

Now, therefore be it resolved that the Board of Clallam Transit System takes great pleasure in recognizing the contributions of Nancy Visell, and herewith expresses its sincerest gratitude for the invaluable service she has provided to the people of Clallam County and Clallam Transit System.

Be it further resolved that the Board extends its congratulations on Nancy's well-earned retirement, and best wishes for continued success, happiness, and health in the years to come.

Passed and adopted by the Board at a regular meeting thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to content:

_____
James I. Fetzer, General manager

Attest:

_____
Barb Cox, Clerk to the Board

TRANSIT EMPLOYEE APRECIATION DAY
PROCLAMATION NO. P2:2025

A proclamation of the Clallam Transit System Board for the purpose of authorizing *Transit Employee Appreciation Day* in celebration of National Transportation Week.

Whereas, Clallam Transit System employees across all departments, including operations, facilities, maintenance, finance, and administration, contribute to the safety and well-being of the passengers; and

Whereas, transit employees provide commendable service to Clallam County community members and visitors alike; and

Whereas, transit employees are challenged on a daily basis therefore deserving of recognition for their extraordinary efforts; and

Whereas, the Clallam Transit System Board wishes to remind the public of the professionalism and dedication of transit employees that provide safe, reliable, and courteous service to all of Clallam County and beyond; now, therefore,

Be it resolved by the Board that:

The Board hereby proclaims Friday, May 2, 2025, as *Transit Employee Appreciation Day* and encourages all citizens to acknowledge the outstanding service of transit employees. The Board hereby extends their gratitude to all transit employees for their contributions.

Passed and adopted by the Board at a regular meeting thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Title: General Manager – Resignation
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-022
Date: April 16, 2025

Background

After a long career of more than 45 years in public transportation I have decided that it is time for me to retire. I have enjoyed working with the staff, the leadership team, and the board. I appreciate the opportunities afforded to me while working at Clallam Transit System (CTS) especially the opportunity to work with a great group of people committed to the provision of excellent service to the community.

I began my employment with CTS on April 1, 2019, as the operations manager. On July 19, 2023, I was appointed as the CTS general manager by the board.

Discussion

As stated in my attached resignation letter my last working day will be July 31, 2025, with my official retirement date August 1, 2025.

I will pursue other interests that include spending time with my grandchildren. I am so very grateful for the many opportunities CTS has provided me over the years and all the great people that have contributed to our many successes.

Recommended Action

Move to authorize by CTS Motion No. M11:2025, to accept General Manager James I. Fetzer's resignation with his last working day of July 31, 2025, and his effective retirement date of August 1, 2025, as presented.

Attachments

General Manager - Letter of Resignation

Passed and adopted by the Board at a regular meeting by CTS Motion No. M11:2025 thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: Personnel File – Jim Fetzer
Cc: General Manager Contract File - Fetzer
Board Meeting Packet

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

CLALLAM TRANSIT

www.clallamtransit.com
360-452-4511

March 19, 2025

Clallam Transit System Board
830 West Lauridsen Blvd.
Port Angeles, WA 98363

RE: Official Letter of Resignation

Dear Clallam Transit System Board,

After much thought, I have decided to retire. I have enjoyed a long career in public transportation spanning more than 45 years, and I am at a point in my personal life that I have decided it is time to pursue other interests including spending time with grandchildren. I will be resigning as the General Manager of Clallam Transit System effective at the end of the business day on July 31, 2025. I am giving notice in accordance with the Clallam Transit System Employment Agreement for the General Manager, Section 3: Paragraph C. Resignation.

This was not an easy decision as I have thoroughly enjoyed working with the staff as well as the CTS Board. I appreciate the opportunities that working at CTS has afforded me; especially the opportunity to work with a great group of people who are truly committed to providing great service to the community.

I have enjoyed working with all of you and I thank you for your confidence in allowing me to lead such a great organization.

Respectfully,

Jim Fetzer
General Manager

Title: General Manager Recruitment and Planning Special Committee
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-023
Date: April 16, 2025

Background

The Clallam Transit System (CTS) general manager has elected to retire and has submitted his resignation to the Board with an effective retirement date of August 1, 2025.

Discussion

In accordance with the bylaws of the Clallam County Public Transportation Benefit Area, the board chairperson may elect to form a special committee for the purpose of establishing the general manager recruitment process. This committee may also elect to make any recommendation(s) regarding an acting general manager to the CTS board (Board). The Board chairperson may appoint no more than four Board members as the special committee members. The objective of this special committee (Committee) would be stated by the Board chairperson and include an anticipated date that a report would be provided to the Board. The general manager is to be ex-officio, non-voting member of all special committees.

In accordance with the bylaws of the Clallam County Public Transportation Benefit Area, the Committee would define and communicate the recruitment plan to the CTS Board. The recruitment plan would include recruitment methods, applicant screening, and interview methods to be conducted by CTS staff and Board. The Committee would work with the general manager and the human resources manager to establish and conduct the general manager recruitment and hiring process and provide progress reports to the Board.

The Board may elect to appoint an acting general manager in the interim as may be recommended by the Committee.

Recommendations

The CTS Board elects to form a special committee as appointed by the Board chairperson "without objection". The appointed special committee members will prepare a report to present to the Board with a target date of May 21, 2025. The purpose of the committee is to determine and implement a recruitment plan for the upcoming general manager vacancy and consider a recommendation for an acting general manager.

Attachments

None.

Special Committee appointed by the Board chairperson without objection thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: General Manager Recruitment
CC: Board Meeting Packet

Title: Revised 2025 CTS Regular Board Meeting Schedule
Submitted By: Barb Cox, Clerk to the Board
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-024
Date: April 16, 2025

Background

Each year, the Clallam Transit System Board (Board) adopts a schedule of its regular board meetings by resolution for the following calendar year, in accordance with the *Clallam County Public Transportation Benefit Area Bylaws*.

Discussion

The Board adopted the 2025 regular board meeting schedule on December 18, 2024.

To resolve a scheduling conflict, we are requesting the consideration of rescheduling the October 15, 2025, meeting to October 29, 2025. This revision would enable the Clallam County Commissioners to attend therefore alleviating any associated quorum concerns.

Revising the start time of the remaining CTS regularly scheduled Board meetings to 12:00 p.m. would enable the City of Sequim to make their second jurisdictional appointment to the CTS Board.

The Board meetings will continue to be held utilizing hybrid participation. The regular meetings will be held in-person at 830 West Lauridsen Boulevard, Port Angeles, Washington 98363 with a virtual meeting option via Zoom.

Changes to the adopted schedule and/or the addition of special meetings may occur as needed in accordance with RCW 42.30, Open Public Meetings Act.

Recommended Action

Move to approve CTS Resolution No. R6:2025, revising the regular board meeting schedule for 2025 as set forth in the attached *Exhibit A* and rescinding CTS Resolution No. R14:2024, as presented.

Attachments

Exhibit A - Revised 2025 CTS Regular Board Meeting Schedule

Orig: Board Meeting File
Cc: Board Meeting Schedule

2025 REVISED REGULAR BOARD MEETING SCHEDULE

Resolution No. R6:2025

Regular meetings in 2025 of the Clallam Transit System Board will be held according to the following revised meeting schedule and **beginning on May 21, 2025, the regular Board meetings would begin at 12:00 p.m.**

Wednesday, January 15, 2025	Wednesday, February 19, 2025	Wednesday, March 19, 2025
Wednesday, April 16, 2025	Wednesday, May 21, 2025	Wednesday, June 18, 2025
No Meeting in July	Wednesday, August 27, 2025	Wednesday, September 17, 2025
Wednesday, October 29, 2025	No Meeting in November	Wednesday, December 17, 2025

The Board meetings will be conducted in-person at 830 West Lauridsen Boulevard, Port Angeles, Washington 98363. The Board meetings may also be accessed virtually via *Zoom* and by selecting the following link https://us02web.zoom.us/meeting/tZEldumqqT0iHN1bc2Q9IY0emrCNIVMDGZFa/ics?icsToken=98tyKuGtpjoqGNOTuB-ORpwMGoj4c-rwtiFHgo0Mnhy3Mnl6W1PzO_BhHJtJPfz3 or by calling 253-215-8782. The meeting ID is 858 1027 6869.

Changes to this schedule and/or the addition of special meetings may occur as needed in accordance with RCW 42.30, Open Public Meetings Act.

Orig: Board Meeting Schedules
Cc. Board Meeting

2025 REGULAR BOARD MEETING SCHEDULE
RESOLUTION NO. R6:2025

A resolution of the Board of Clallam Transit System for the purpose of revising its established regular meeting schedule for the calendar year 2025, and rescinding CTS Resolution No. R14:2024.

Whereas, the Board of Clallam Transit System (Board) has determined it to be desirable to revise the previously established regular Board meeting schedule for 2025; and

Whereas, the Board has determined that the revision of the board meeting schedule to amend the start time to 12:00 p.m. for the remainder of 2025 and amend the October 2025 meeting date; and

Whereas, the Board has determined that to revise and establish such and updated regular Board meeting schedule is shown to be in the best interest and to the benefit of the people served within the Clallam County Public Transportation Benefit Area; now, therefore,

Be it resolved by the Board that:

The Board hereby establishes its revised meeting schedule for 2025 as set forth in the attached "Exhibit A" which is by this reference incorporated herein and hereby **rescinds** Clallam Transit System Resolution No. **R14:2024**.

Passed and adopted by the Board at a regular meeting thereof this 16th day of April 2025.

_____
Mark Ozias, Board Chairperson

Approved as to content:

_____
James I Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Title: April Operations Report
Submitted By: Jason McNickle, Operations Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-025
Date: April 16, 2025

Background

Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, mobile ticketing, and bus tracking statistics for the prior month.

Discussion

Fixed-Route: In March 2025, monthly fixed-route ridership increased by 9.36% compared to the same month in 2024. CTS provided 72,548 passenger trips in March, which is 6,210 more riders than in March 2024. The CTS Fixed-Route Ridership Statistics and the CTS Route Efficiency Report provide charted data reflecting fixed-route ridership and route performance.

Interlink Micro-transit Service: Customer feedback for Interlink services continues to be positive. Passengers rate the quality of the service after each trip on a scale of 1 to 5, with 5 being the best possible experience. For March 2025, customers provided an average rating of 4.98 for trip quality in Sequim and 4.92 for Forks.

Monthly ridership for Forks Interlink increased by 36.25% in March compared to the same month in 2024, while Sequim Interlink ridership increased by 24.30%.

Paratransit: March 2025 monthly ridership for Paratransit services decreased by 3.88% compared to March 2024, however year-to-date ridership for 2025 has increased by 2.8%. The following tables summarize the key metrics for Clallam Connect service over the past months:

Measure	March 2025	March 2024	YTD 2025	YTD 2024	
Boardings	3,960	4,120	11,890	11,566	
On-Time Performance	97.29%	94.14%	97.62%	93.96%	*higher is better*
No-Shows	7.12%	5.49%	6.73%	7.46%	*lower is better*
Same-Day Cancellations	5.51%	3.62%	6.22%	3.80%	*lower is better*
Newly Approved Applicants	79	63	236	183	

Vehicle Accidents and Incidents: In March, Clallam Transit experienced two reportable accidents. The first involved a microtransit van, which collided with another vehicle that failed to stop at a bus stop. The damage was minor, but the microtransit operator is currently out on L&I. The second accident occurred when a paratransit vehicle struck the bottom of a porte cochère while attempting to enter, resulting in damage to both the bus and the structure.

Exclusions: In March 2025, there were seven exclusions, all of which occurred at the Gateway Transit Center and involved teenagers. Four of these exclusions were due to vandalism, two were related to assault, and one resulted from failure to comply with an exclusion.

Mobile Ticketing Program (Token Transit): Strait Shot / Hurricane Ridge Tickets & Sales

Month	Unique Users	Passes/Tickets	Gross Sales
March 2025	260	492	$4,640
February 2025	209	375	$3,515
January 2025	209	370	$3,405
December 2024	268	477	$4,485
November 2024	238	413	$3,900
October 2024	266	483	$4,575
September 2024	295	554	$5,033
August 2024	460	1,061	$6,869.50
July 2024	425	1,018	$5,979
June 2024	347	737	$5,070
May 2024	281	561	$4,980
April 2024	215	349	$3,250
March 2024	236	462	$4,450

Token Transit Sales Breakdown for March			
Type of Fare	**Fare type totals**	**Fare amounts**	**Passengers**
Regular Strait Shot Fare	$4,360.00	$10.00	436
Reduced Strait Shot Fare	$280.00	$5.00	56
Gross Sales	**$4,640.00**		

Operations Update: CTS is currently in the process of implementing new Fixed-Route Scheduling Software. Additionally, CTS is working on implementing software that will enable website and text alerts for passengers.

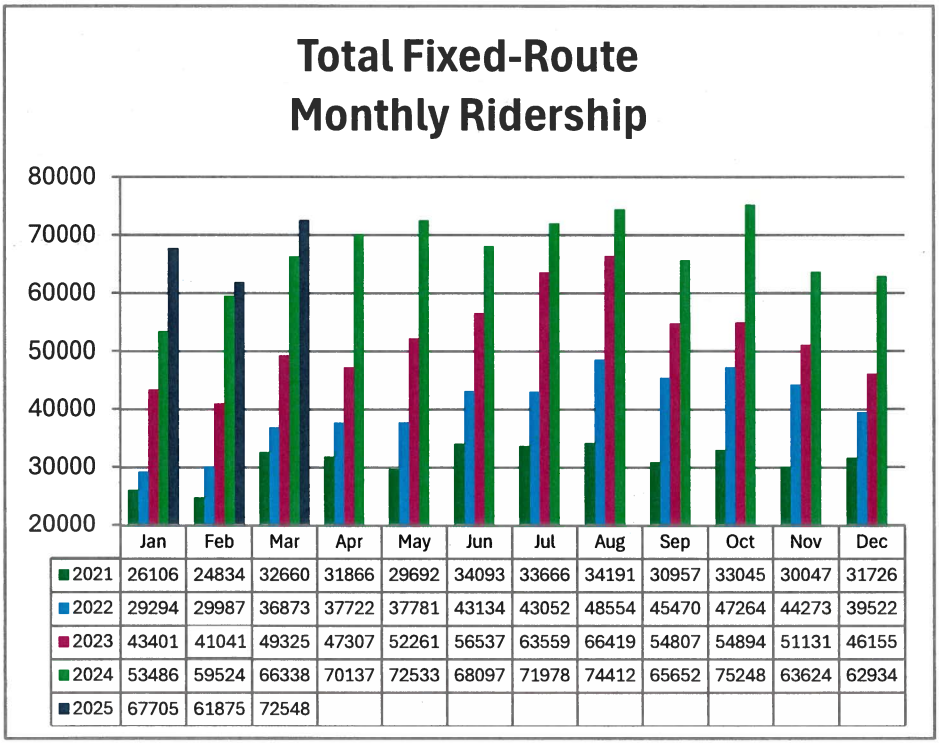
Recommended Action
None.

Attachments
CTS Fixed-Route Ridership Statistics
Route Efficiency Report

Orig: Board Meeting File

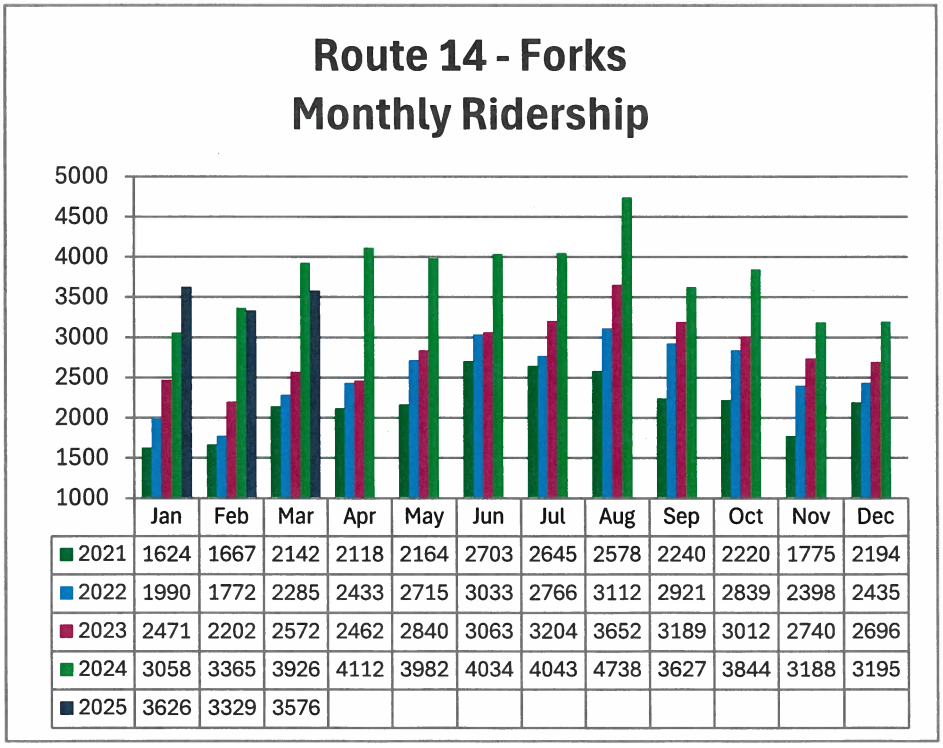
CTS Fixed-Route Ridership Statistics March 2025

Total Fixed-Route Monthly Ridership



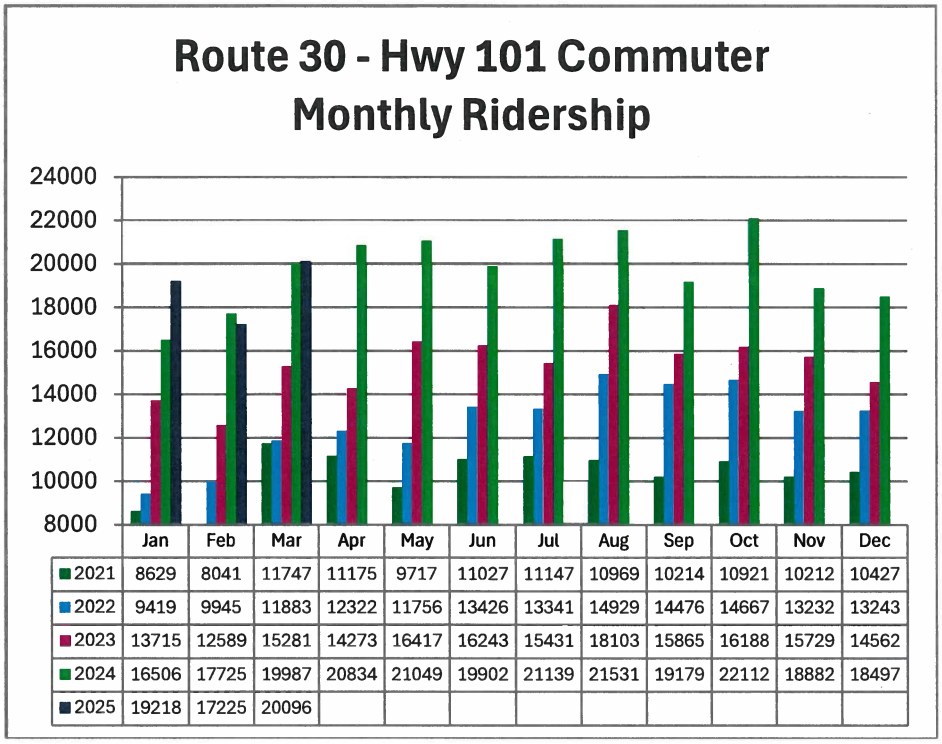
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	26106	24834	32660	31866	29692	34093	33666	34191	30957	33045	30047	31726
2022	29294	29987	36873	37722	37781	43134	43052	48554	45470	47264	44273	39522
2023	43401	41041	49325	47307	52261	56537	63559	66419	54807	54894	51131	46155
2024	53486	59524	66338	70137	72533	68097	71978	74412	65652	75248	63624	62934
2025	67705	61875	72548									

InterCity Routes (14, 30, 123)



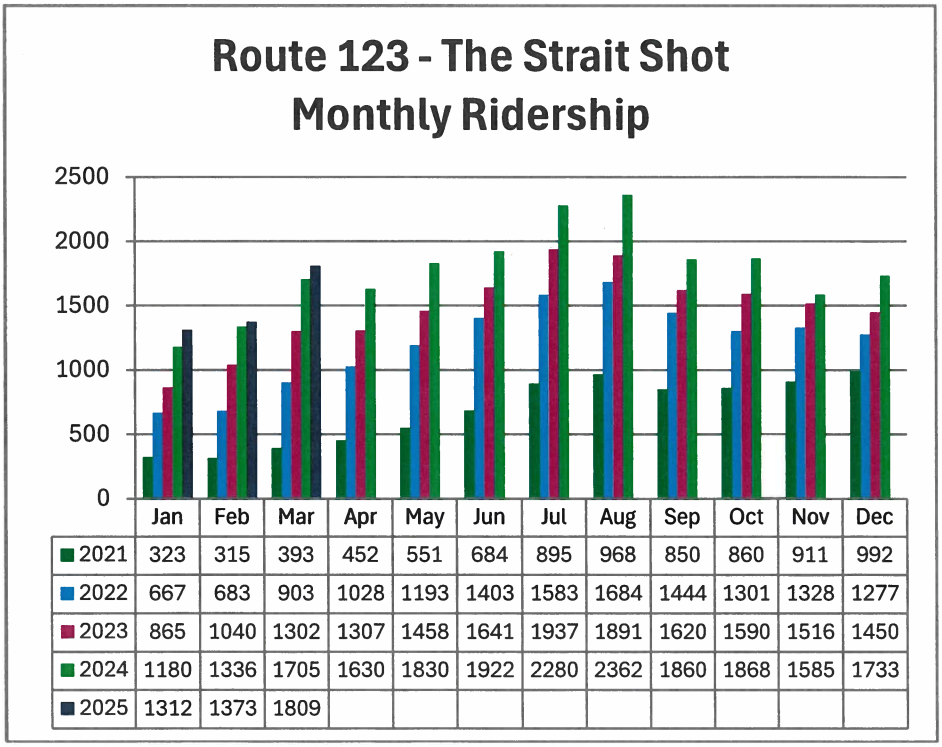
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	1624	1667	2142	2118	2164	2703	2645	2578	2240	2220	1775	2194
2022	1990	1772	2285	2433	2715	3033	2766	3112	2921	2839	2398	2435
2023	2471	2202	2572	2462	2840	3063	3204	3652	3189	3012	2740	2696
2024	3058	3365	3926	4112	3982	4034	4043	4738	3627	3844	3188	3195
2025	3626	3329	3576									

InterCity Routes (14, 30, 123)



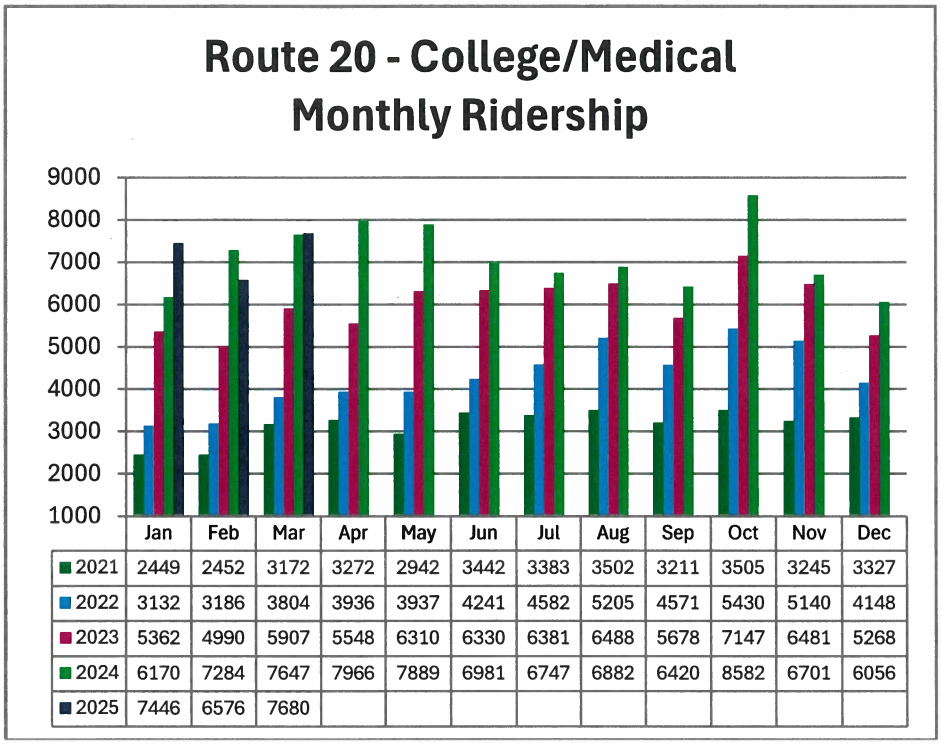
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	8629	8041	11747	11175	9717	11027	11147	10969	10214	10921	10212	10427
2022	9419	9945	11883	12322	11756	13426	13341	14929	14476	14667	13232	13243
2023	13715	12589	15281	14273	16417	16243	15431	18103	15865	16188	15729	14562
2024	16506	17725	19987	20834	21049	19902	21139	21531	19179	22112	18882	18497
2025	19218	17225	20096									

InterCity Routes (14, 30, 123)



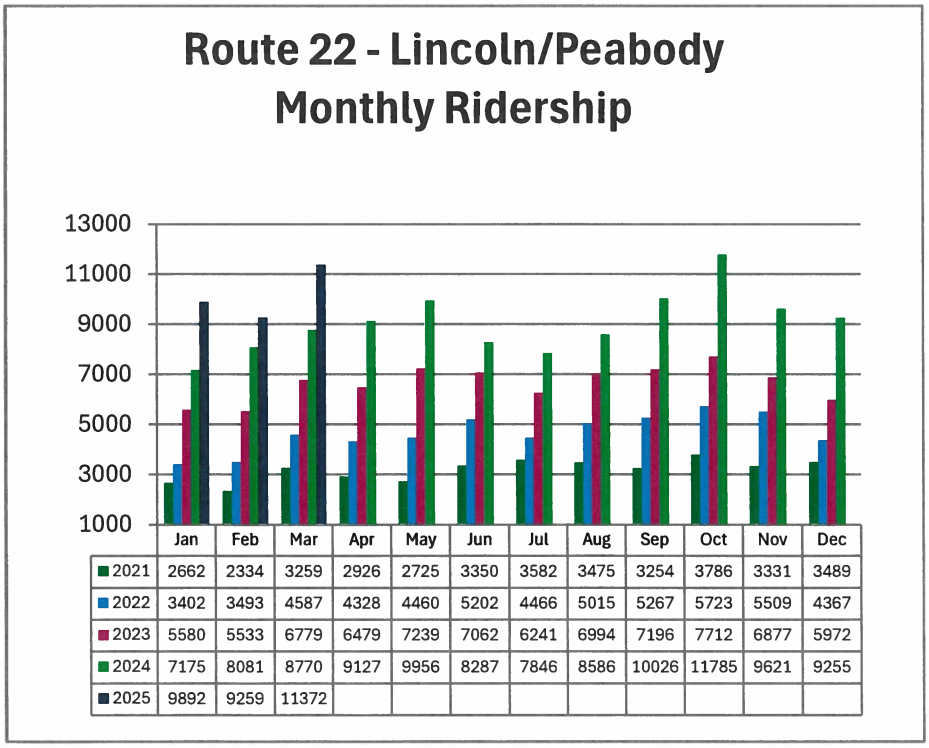
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	323	315	393	452	551	684	895	968	850	860	911	992
2022	667	683	903	1028	1193	1403	1583	1684	1444	1301	1328	1277
2023	865	1040	1302	1307	1458	1641	1937	1891	1620	1590	1516	1450
2024	1180	1336	1705	1630	1830	1922	2280	2362	1860	1868	1585	1733
2025	1312	1373	1809									

Urban Routes (20, 22, 24, 26)



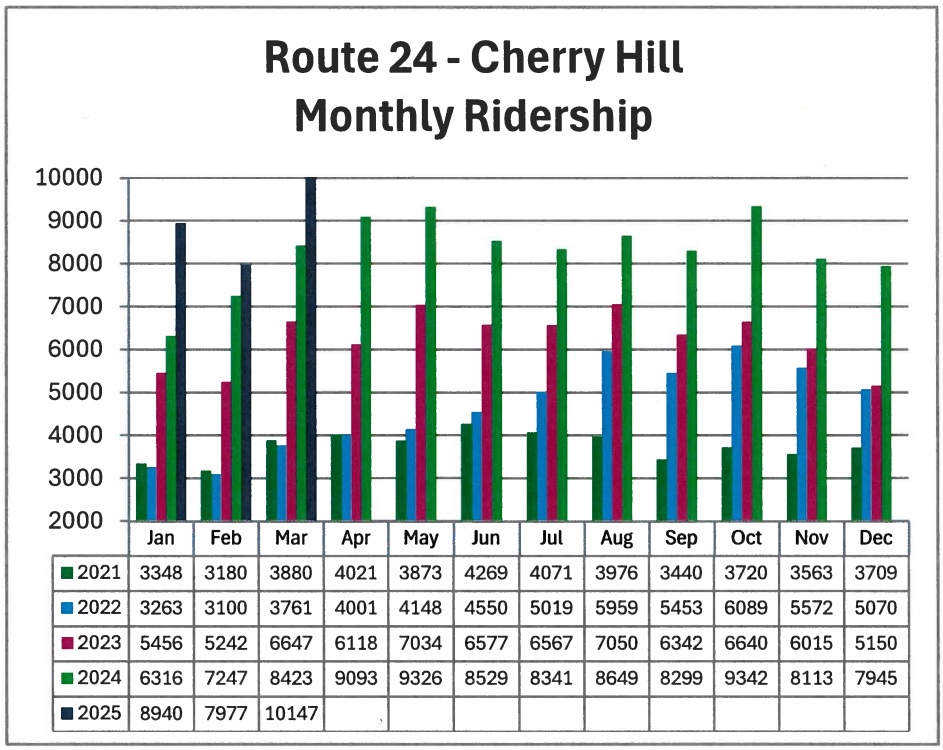
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2449	2452	3172	3272	2942	3442	3383	3502	3211	3505	3245	3327
2022	3132	3186	3804	3936	3937	4241	4582	5205	4571	5430	5140	4148
2023	5362	4990	5907	5548	6310	6330	6381	6488	5678	7147	6481	5268
2024	6170	7284	7647	7966	7889	6981	6747	6882	6420	8582	6701	6056
2025	7446	6576	7680									

Urban Routes (20, 22, 24, 26)



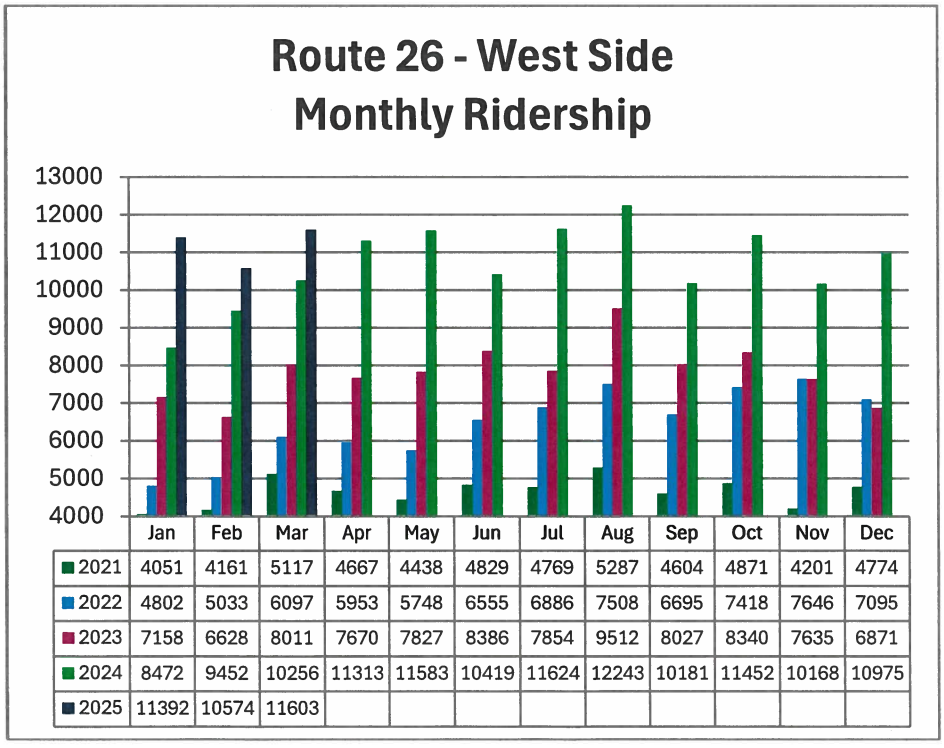
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2662	2334	3259	2926	2725	3350	3582	3475	3254	3786	3331	3489
2022	3402	3493	4587	4328	4460	5202	4466	5015	5267	5723	5509	4367
2023	5580	5533	6779	6479	7239	7062	6241	6994	7196	7712	6877	5972
2024	7175	8081	8770	9127	9956	8287	7846	8586	10026	11785	9621	9255
2025	9892	9259	11372									

Urban Routes (20, 22, 24, 26)



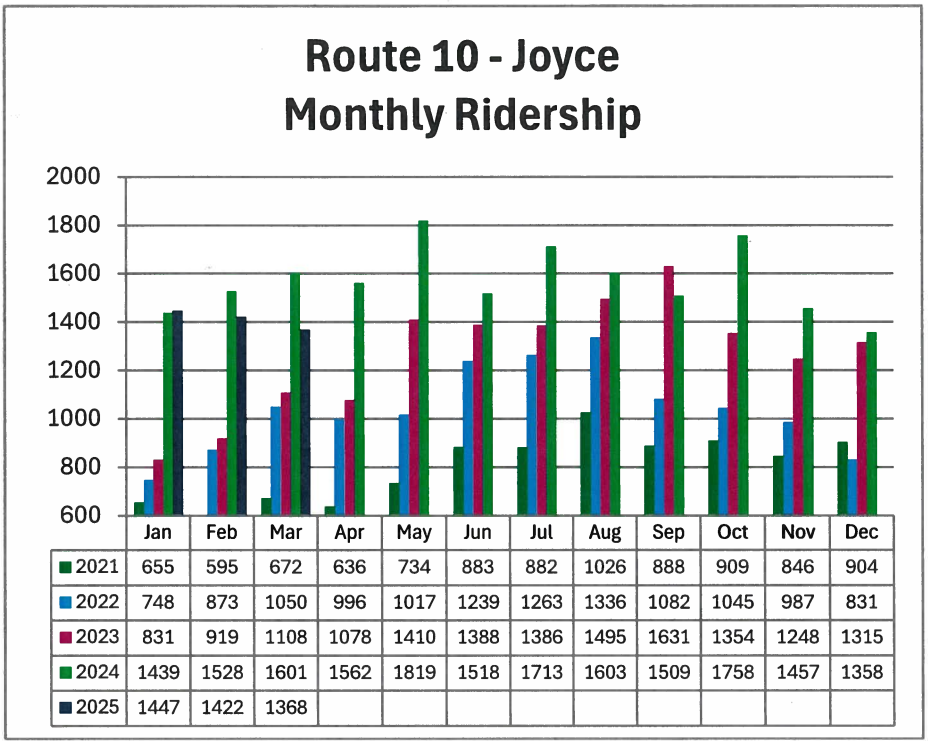
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	3348	3180	3880	4021	3873	4269	4071	3976	3440	3720	3563	3709
2022	3263	3100	3761	4001	4148	4550	5019	5959	5453	6089	5572	5070
2023	5456	5242	6647	6118	7034	6577	6567	7050	6342	6640	6015	5150
2024	6316	7247	8423	9093	9326	8529	8341	8649	8299	9342	8113	7945
2025	8940	7977	10147									

Urban Routes (20, 22, 24, 26)



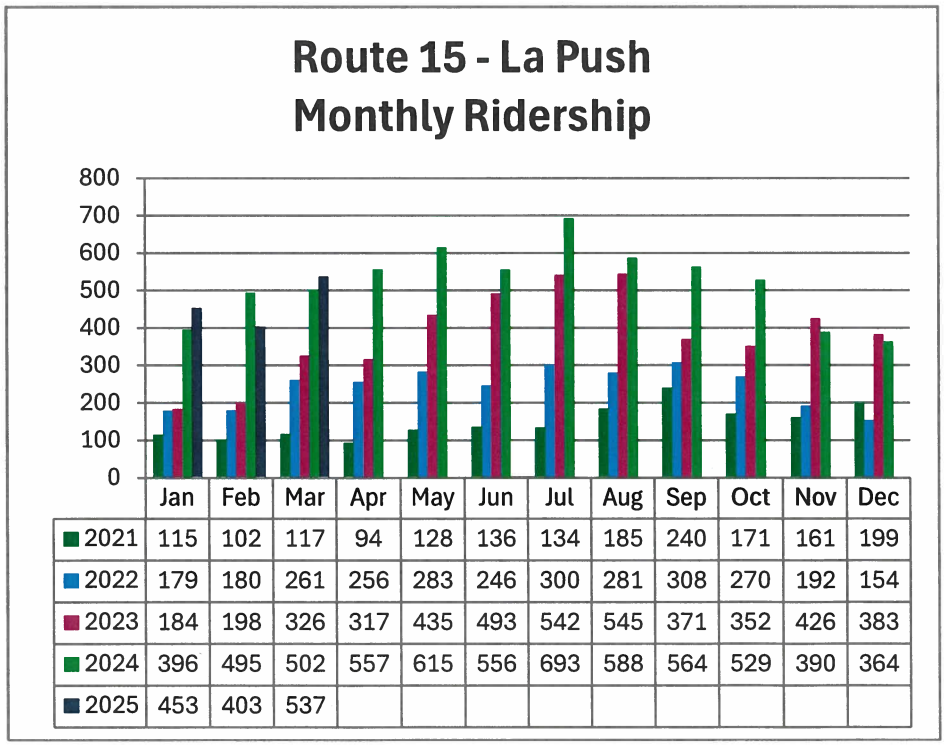
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	4051	4161	5117	4667	4438	4829	4769	5287	4604	4871	4201	4774
2022	4802	5033	6097	5953	5748	6555	6886	7508	6695	7418	7646	7095
2023	7158	6628	8011	7670	7827	8386	7854	9512	8027	8340	7635	6871
2024	8472	9452	10256	11313	11583	10419	11624	12243	10181	11452	10168	10975
2025	11392	10574	11603									

Rural Routes (10, 15, 16, 50, 52)



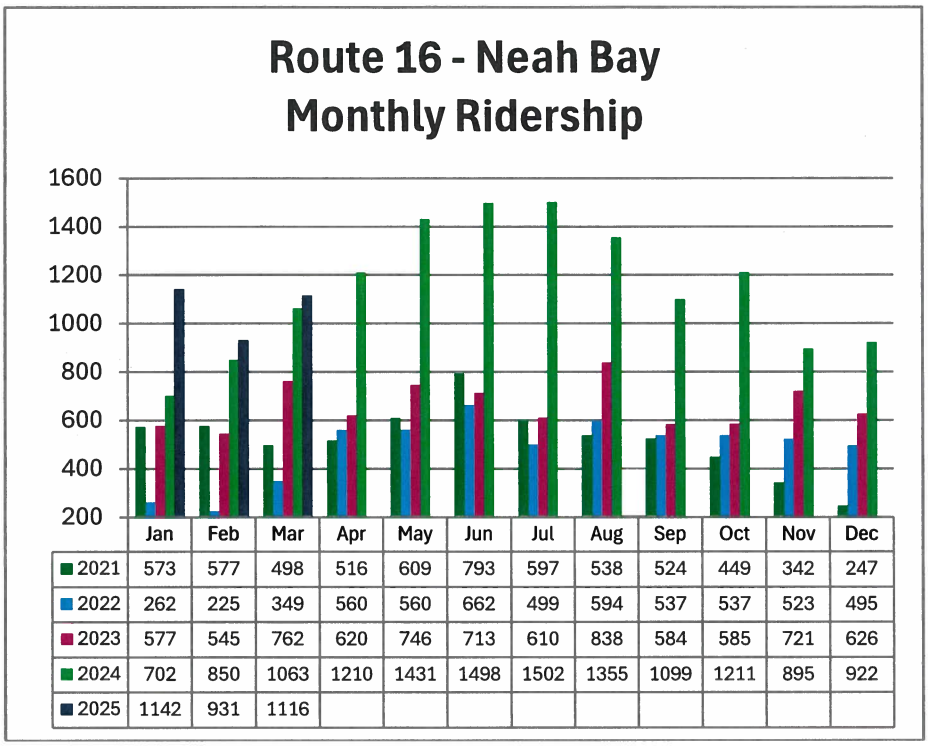
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	655	595	672	636	734	883	882	1026	888	909	846	904
2022	748	873	1050	996	1017	1239	1263	1336	1082	1045	987	831
2023	831	919	1108	1078	1410	1388	1386	1495	1631	1354	1248	1315
2024	1439	1528	1601	1562	1819	1518	1713	1603	1509	1758	1457	1358
2025	1447	1422	1368									

Rural Routes (10, 15, 16, 50, 52)



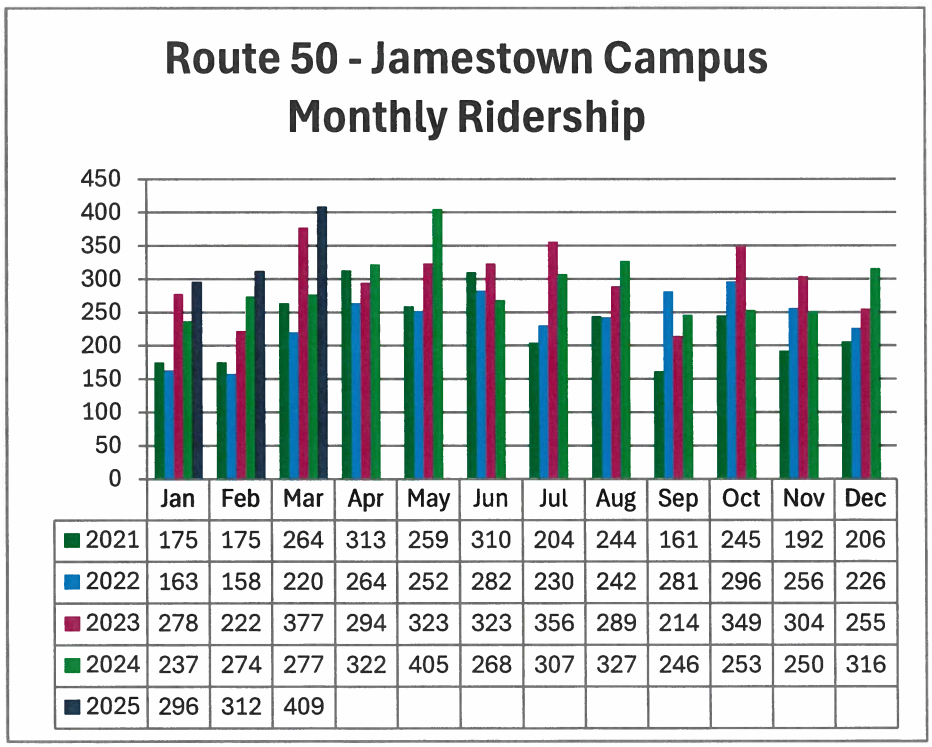
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	115	102	117	94	128	136	134	185	240	171	161	199
2022	179	180	261	256	283	246	300	281	308	270	192	154
2023	184	198	326	317	435	493	542	545	371	352	426	383
2024	396	495	502	557	615	556	693	588	564	529	390	364
2025	453	403	537									

Rural Routes (10, 15, 16, 50, 52)



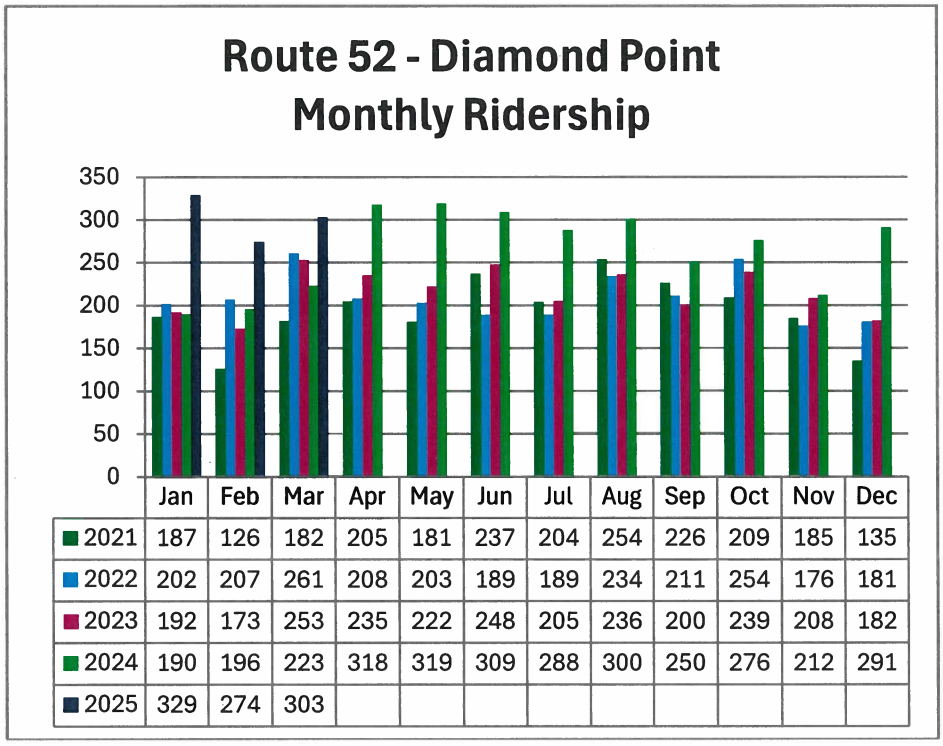
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	573	577	498	516	609	793	597	538	524	449	342	247
2022	262	225	349	560	560	662	499	594	537	537	523	495
2023	577	545	762	620	746	713	610	838	584	585	721	626
2024	702	850	1063	1210	1431	1498	1502	1355	1099	1211	895	922
2025	1142	931	1116									

Rural Routes (10, 15, 16, 50, 52)



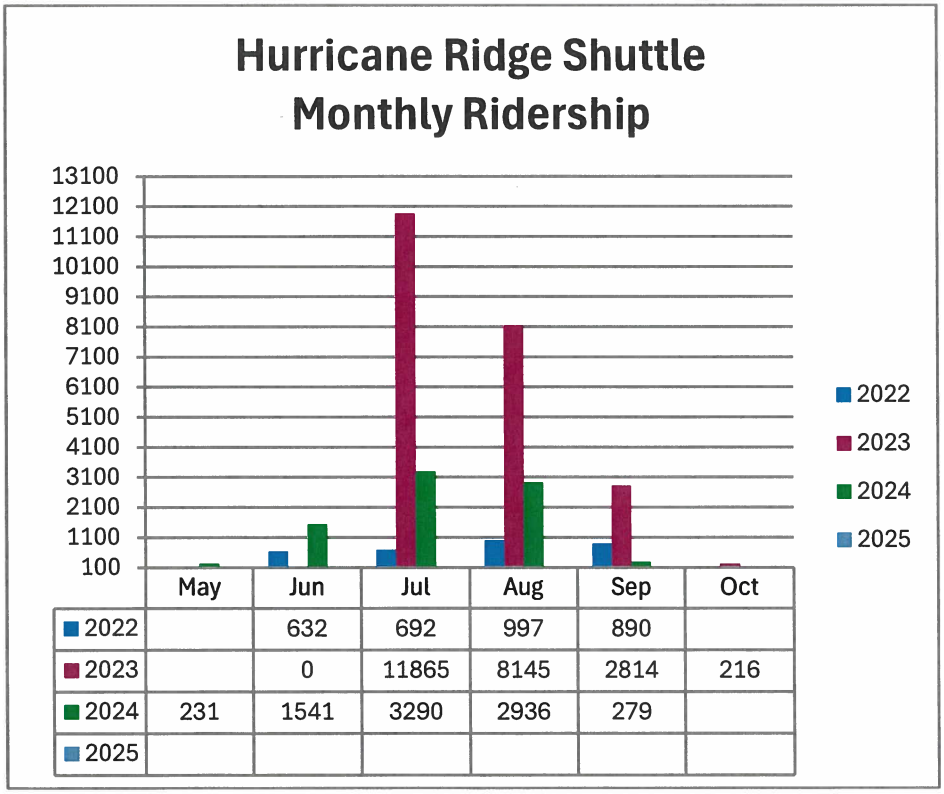
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	175	175	264	313	259	310	204	244	161	245	192	206
2022	163	158	220	264	252	282	230	242	281	296	256	226
2023	278	222	377	294	323	323	356	289	214	349	304	255
2024	237	274	277	322	405	268	307	327	246	253	250	316
2025	296	312	409									

Rural Routes (10, 15, 16, 50, 52)



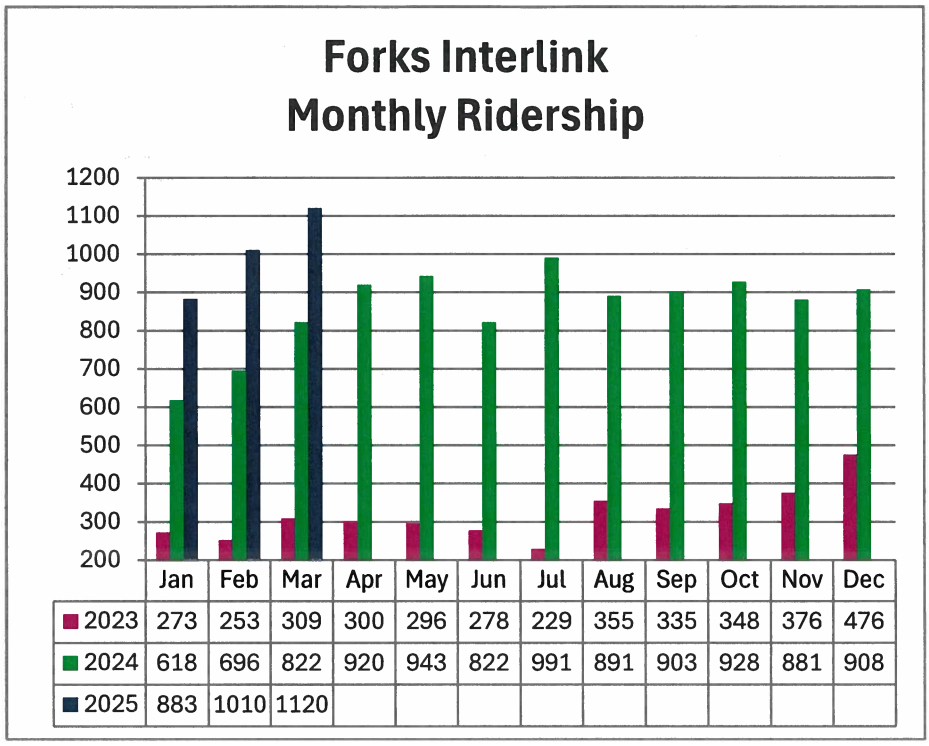
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	187	126	182	205	181	237	204	254	226	209	185	135
2022	202	207	261	208	203	189	189	234	211	254	176	181
2023	192	173	253	235	222	248	205	236	200	239	208	182
2024	190	196	223	318	319	309	288	300	250	276	212	291
2025	329	274	303									

Hurricane Ridge



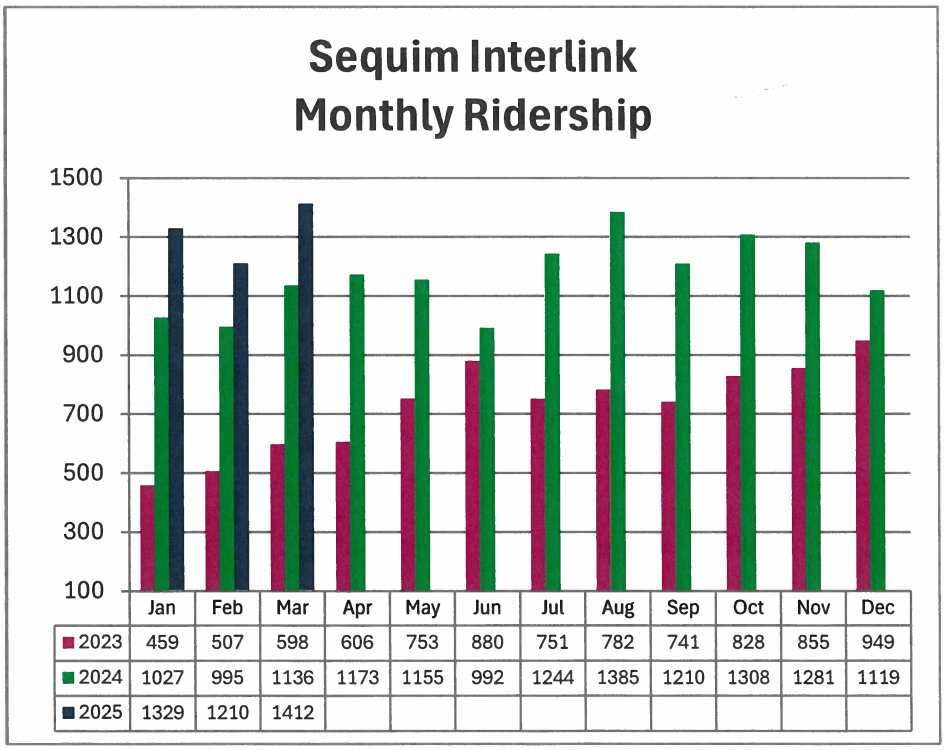
	May	Jun	Jul	Aug	Sep	Oct
2022		632	692	997	890	
2023		0	11865	8145	2814	216
2024	231	1541	3290	2936	279	
2025						

Interlink services (Sequim and Forks)

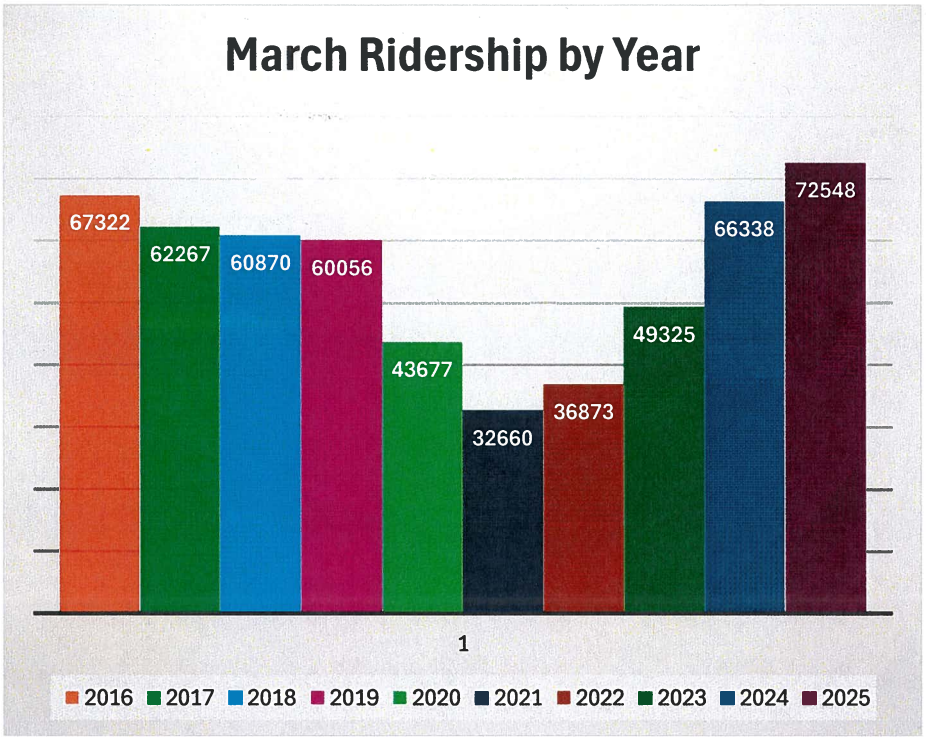


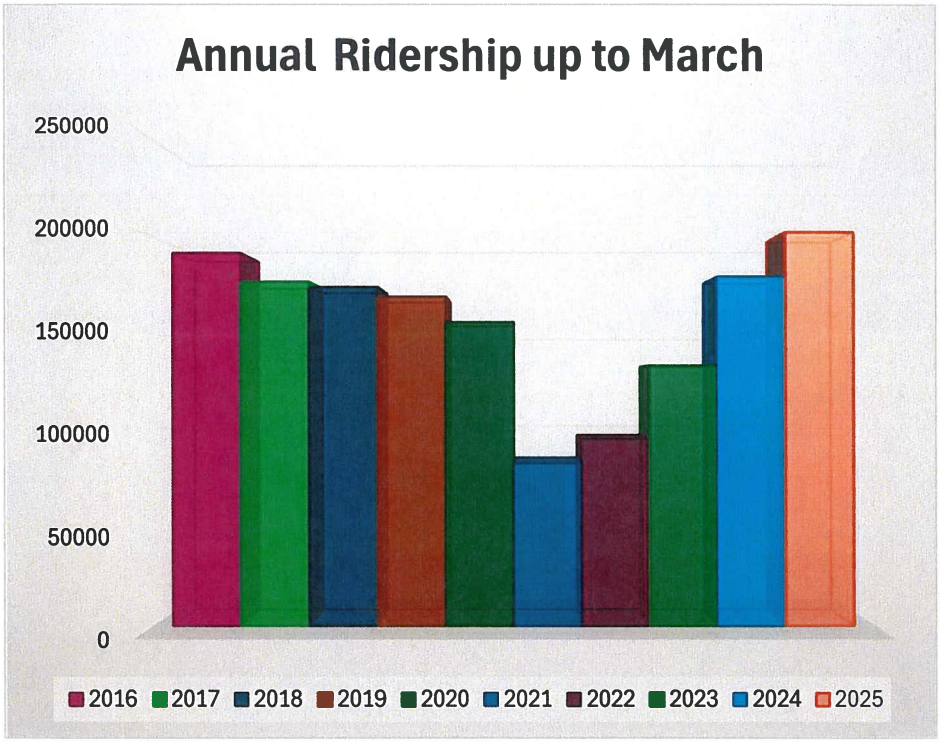
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	273	253	309	300	296	278	229	355	335	348	376	476
2024	618	696	822	920	943	822	991	891	903	928	881	908
2025	883	1010	1120									

Interlink services (Sequim and Forks)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	459	507	598	606	753	880	751	782	741	828	855	949
2024	1027	995	1136	1173	1155	992	1244	1385	1210	1308	1281	1119
2025	1329	1210	1412									


March Ridership by Year
67322
62267
60870
60056
43677
32660
36873
49325
66338
72548
1
2016 2017 2018 2019 2020 2021 2022 2023 2024 2025


Annual Ridership up to March
250000
200000
150000
100000
50000
0
2016 2017 2018 2019 2020 2021 2022 2023 2024 2025

March 2025 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	22 – Lincoln/Peabody	11,372	283.51	40.111
2	26 – West Side	11,603	337.44	34.385
3	24 – Cherry Hill	10,147	325.55	31.169
4	20 – College/Medical	7,680	348.45	22.040
5	30 – Commuter	20,096	1,005.37	19.989
6	50 – Jamestown	409	47.04	8.695
7	10 – Joyce	1,368	199.88	6.844
8	15 – La Push	537	85.59	6.274
9	14 – Forks	3,576	648.51	5.514
10	Forks Interlink	1,120	227.54	4.922
11	Sequim Interlink	1,412	303.93	4.646
12	123 – The Strait Shot	1,809	408.32	4.430
13	52 – Diamond Point	303	71.82	4.219
14	16 – Neah Bay	1,116	295.11	3.782
15	ONP	0	0.00	0.000

Title: March 2025 Financial Report
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-026
Date: April 16, 2025

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

Cash Balances: The total cash balance as of March 31, 2025, was $30,542,902. Of those funds, $23.4 million is unrestricted. Ten million dollars of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

Sales Tax Revenue: The sales tax deposit for March was $888,518. This was .86% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes $105 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.43% to 4.40%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report
Sales Tax Chart
Salary, Wages, and Benefits Chart
Revenue and Expenses Chart
SMA Net Position
Treasurer's Report

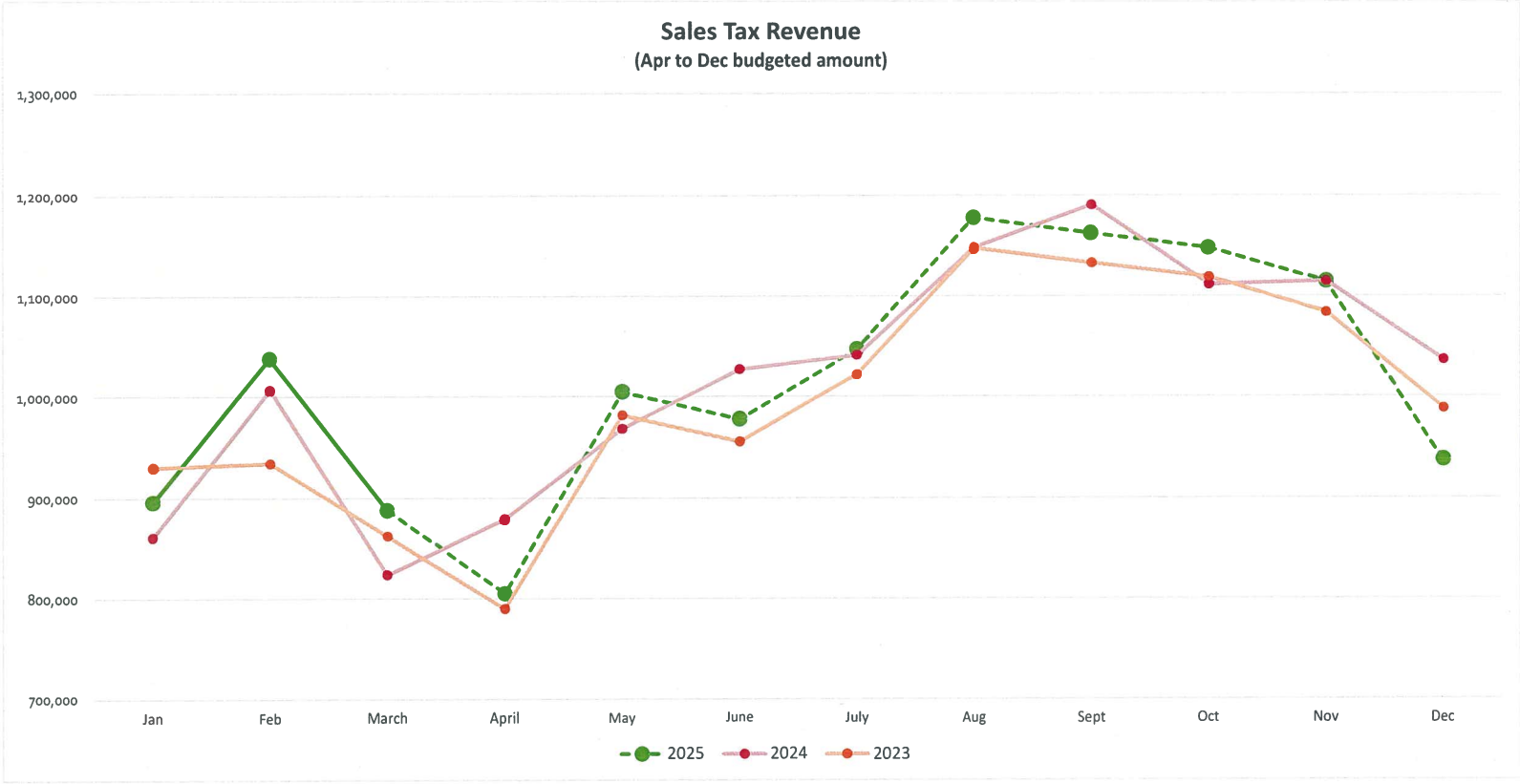
Clallam Transit System

Monthly Budget Report

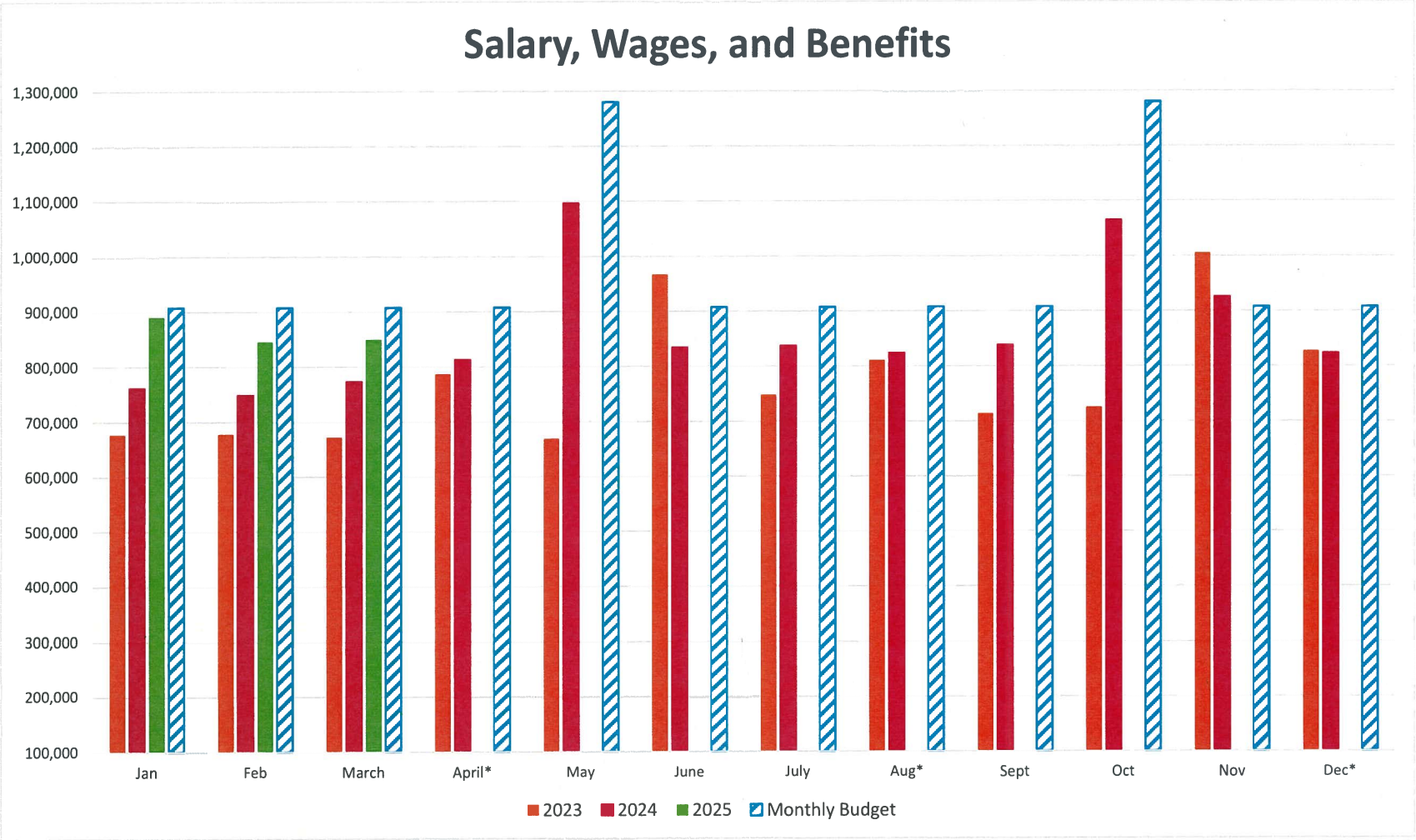
Group Summary

For Fiscal: Current Period Ending: 03/31/2025

ExpCa...	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	13,530.84	-213.66	-98.45%	41,233.50	34,847.35	-6,386.15	-84.51%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	**13,744.50**	**13,530.84**	**-213.66**	**-98.45%**	**41,233.50**	**34,847.35**	**-6,386.15**	**-84.51%**	**165,000.00**
RevType: 20 - Rideshare Revenue									
	11,245.50	14,425.00	3,179.50	-128.27%	33,736.50	30,075.00	-3,661.50	-89.15%	135,000.00
Total RevType: 20 - Rideshare Revenue:	**11,245.50**	**14,425.00**	**3,179.50**	**-128.27%**	**33,736.50**	**30,075.00**	**-3,661.50**	**-89.15%**	**135,000.00**
RevType: 30 - Paratransit Revenue									
	541.45	1,121.45	580.00	-207.12%	1,624.35	2,152.56	528.21	-132.52%	6,500.00
Total RevType: 30 - Paratransit Revenue:	**541.45**	**1,121.45**	**580.00**	**-207.12%**	**1,624.35**	**2,152.56**	**528.21**	**-132.52%**	**6,500.00**
RevType: 40 - Sales Tax Revenue									
	880,889.00	888,518.13	7,629.13	-100.87%	2,788,410.00	2,822,852.93	34,442.93	-101.24%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	**880,889.00**	**888,518.13**	**7,629.13**	**-100.87%**	**2,788,410.00**	**2,822,852.93**	**34,442.93**	**-101.24%**	**12,166,345.00**
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	249.90	0.00	-249.90	0.00%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	**83.30**	**0.00**	**-83.30**	**0.00%**	**249.90**	**0.00**	**-249.90**	**0.00%**	**2,326,000.00**
RevType: 60 - Other Operating Revenue									
	83,504.08	138,284.55	54,780.47	-165.60%	250,512.24	404,816.86	154,304.62	-161.60%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	**83,504.08**	**138,284.55**	**54,780.47**	**-165.60%**	**250,512.24**	**404,816.86**	**154,304.62**	**-161.60%**	**1,002,450.00**
Total Revenue:	**990,007.83**	**1,055,879.97**	**65,872.14**	**-106.65%**	**3,115,766.49**	**3,294,744.70**	**178,978.21**	**-105.74%**	**15,801,295.00**
Expense									
00 - Salaries & Wages	604,263.62	551,416.82	52,846.80	91.25%	1,812,790.86	1,637,351.53	175,439.33	90.32%	7,840,950.00
10 - Personnel Benefits	326,338.53	299,100.68	27,237.85	91.65%	979,015.59	889,542.36	89,473.23	90.86%	4,069,350.00
20 - Fuel and Fluids	113,013.11	89,327.19	23,685.92	79.04%	339,039.33	282,741.72	56,297.61	83.39%	1,356,700.00
30 - Parts and Supplies	48,080.95	27,571.21	20,509.74	57.34%	144,242.85	78,504.69	65,738.16	54.43%	577,200.00
40 - Professional & Misc Services	61,575.45	52,066.30	9,509.15	84.56%	184,726.35	177,186.60	7,539.75	95.92%	739,200.00
50 - Maintenance & Repair	28,363.65	11,566.50	16,797.15	40.78%	85,090.95	59,098.82	25,992.13	69.45%	340,500.00
60 - Communications	11,162.20	9,682.24	1,479.96	86.74%	33,486.60	21,154.69	12,331.91	63.17%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	123,700.50	123,165.75	534.75	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	11,821.76	7,349.73	61.66%	57,514.47	38,993.05	18,521.42	67.80%	230,150.00
Total Expense:	**1,253,202.50**	**1,093,607.95**	**159,594.55**	**87.27%**	**3,759,607.50**	**3,307,739.21**	**451,868.29**	**87.98%**	**15,783,050.00**
Report Total:	**-263,194.67**	**-37,727.98**	**225,466.69**		**-643,841.01**	**-12,994.51**	**630,846.50**		**18,245.00**



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	1,038,604	888,518	*805,747*	*1,005,085*	*978,228*	*1,047,493*	*1,177,778*	*1,162,551*	*1,148,189*	*1,115,098*	*937,766*	895,731	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698	11,205,720



	Jan	Feb	March	April*	May	June	July	Aug*	Sept	Oct	Nov	Dec*	YTD	Annual Budget
Monthly Budget	*907,701*	*907,701*	*907,701*	*907,701*	*1,279,125*	*907,701*	*907,701*	*907,701*	*907,701*	*1,279,125*	*907,701*	*907,701*		11,841,575
2025	*891,035*	*846,596*	*850,518*										*2,590,173*	11,635,491
2024	*761,986*	*749,110*	*773,474*	*813,419*	*1,096,265*	*835,082*	*838,348*	*824,801*	*839,214*	*1,064,962*	*925,298*	*824,426*	*10,346,384*	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040

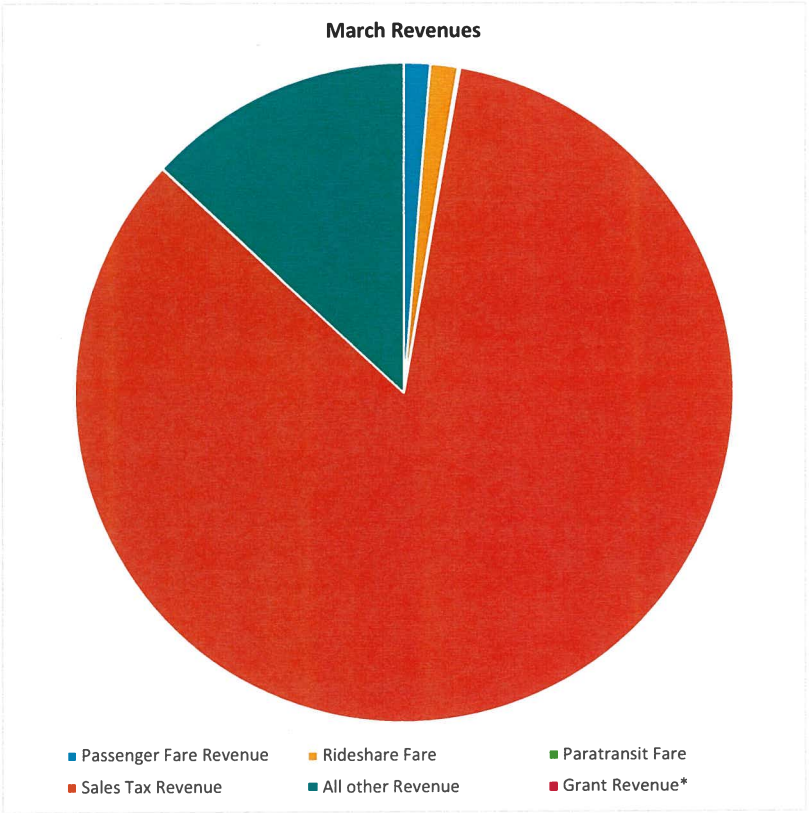
Highlighted cells are months with three payrolls.

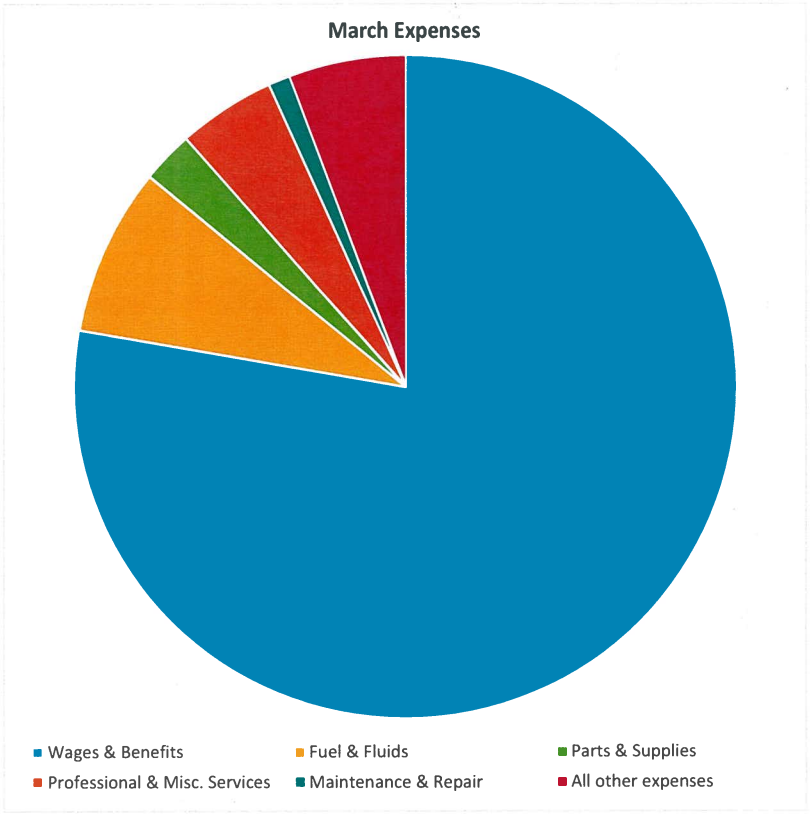
*In 2023, Retention payments will be made to staff in April, August, and December.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Passenger Fare Revenue	11,624	9,692	13,531										34,847	165,000	21.12%
Rideshare Fare	1,175	14,475	14,425										30,075	135,000	22.28%
Paratransit Fare	315	716	1,121										2,153	6,500	33.12%
Sales Tax Revenue	895,731	1,038,604	888,518										2,822,853	12,166,345	23.20%
All other Revenue	144,323	122,209	138,285										404,817	1,002,450	40.38%
Grant Revenue*	-	-	-										-	2,326,000	0.00%

*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518										2,526,894	11,635,491	21.72%
Fuel & Fluids	21,287	94,493	89,327										205,108	1,927,900	10.64%
Parts & Supplies	18,376	32,577	27,571										78,524	736,200	10.67%
Professional & Misc. Services	114,274	10,847	52,066										177,187	736,200	24.07%
Maintenance & Repair	23,983	23,549	11,567										59,099	340,500	17.36%
All other expenses	47,284	73,470	62,559										183,313	859,150	21.34%





SMA Net Position
January 2025 - March 2025

SMA-Clallam Transit	February 2025	March 2025	Period Totals
Operations			
ADDITIONS			
Investment Earnings	31,500.11	37,125.89	68,626.00
DEDUCTIONS			
Administrative Expenses	320.49	383.08	703.57
Change in Net Position - Operations	**31,179.62**	**36,742.81**	**67,922.43**
SMA Participant Transactions			
CONTRIBUTIONS	10,000,000.00	0.00	10,000,000.00
DISTRIBUTIONS	0.00	0.00	0.00
Change in Net Position - Part. Txns.	**10,000,000.00**	**0.00**	**10,000,000.00**
Change in Net Position	**10,031,179.62**	**36,742.81**	**10,067,922.43**
Beginning Net Position	0.00	10,031,179.62	0.00
Ending Net Position	**10,031,179.62**	**10,067,922.43**	**10,067,922.43**
AVERAGE BOOK BALANCE	9,998,214.20	10,023,321.59	
GROSS YIELD (Earnings before fee)	4.423%	4.361%	
NET YIELD (Net of fee)	4.378%	4.316%	
Fee Rate	0.045%	0.045%	
Statement of Net Position			
Investment Book Value	9,998,982.82	10,021,512.29	
Accrued Interest/Income	31,090.32	36,742.29	
Oustanding PAI	1,426.97	10,050.93	
Admin. Fee Liability	(320.49)	(383.08)	
Net Position (Amortized Cost)	**10,031,179.62**	**10,067,922.43**	
Market Value	10,004,410.33	10,033,185.12	

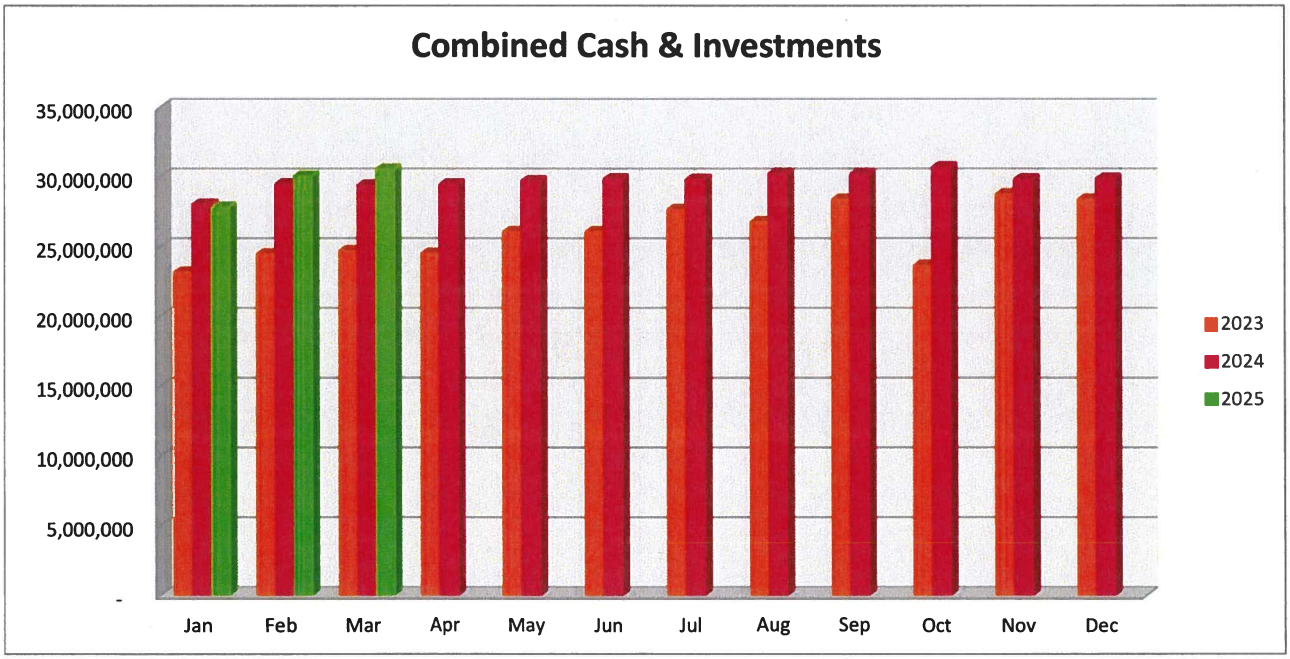
Clallam Transit System

Treasurer's Report

As of March 31, 2025

	Acquisition Date	Maturity Date	Interest Earned This Month	Balance at Month End	Earnings Rate
INVESTMENTS (Long Term)					
OST Separately Managed Accounts	2/3/2025	Varies	36,743	10,067,922	4.32%
Total Investments			**36,743**	**10,067,922**	
CASH & INVESTMENTS					
Front Desk Change Drawer & Petty Cash				100	
Umpqua Bank			9	2,057,858	0.01%
Local Government Investment Pool			68,559	18,417,021	4.40%
Total Cash			**68,568**	**20,474,979**	
TOTAL CASH & INVESTMENTS BY SOURCE			**105,311**	**30,542,902**	

CASH & INVESTMENTS RESTRICTED FOR:	Ending Balance
Vehicle Replacement Reserve Fund	4,482,748
Facility Maintenance Reserve Fund	2,665,351
Total Restricted Cash & Investments	**7,148,099**
CASH & INVESTMENTS UNRESTRICTED	
Unrestricted	23,394,803
Total Unrestricted Cash & Investments	**23,394,803**
TOTAL CASH & INVESTMENTS BY RESTRICTION	**30,542,902**



Title: Administrative Services Department Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-027
Date: April 16, 2025

Background

The Clallam Transit System (CTS) human resources manager communicates with the CTS Board on activities and operations of the administrative services department.

Discussion

Recruitments included:

- Fleet maintenance technician filled with a start date of April 18, 2025. Recruitment closed.
- Internal recruitments continue for paratransit instructor and relief dispatcher/CSR.
- Customer service representative opened on April 2, 2025.

We have had a paratransit operator, a fixed-route operator, and a customer service representative retire with two more having provided their notice to retire. We still have one employee out on workers compensation.

We continue to monitor the guidance provided regarding executive order (EO) 11246. We have reviewed our equal employment opportunity (EEO) plan, policy, and tagline with the guidance provided thus far and find that our documents and processes are compliant. The Equal Employment Opportunity Commission (EEOC) has provided additional clarifications that we have weighed with our documents and practices. We are compliant as we do consider applicants based on merit, continue to cultivate a diverse work environment, and we to not base our employment decisions on protected characteristics. We will continue to evaluate our practices for any potential discrimination and continue to improve upon opportunities for underrepresented groups. Affirmative Action and Title VII compliance is a high agency priority.

The 2025 Certifications and Assurances process has been delayed this year as it has not been updated by the Federal Transit Administration (FTA) as of April 9, 2025. I have been working with Washington Department of Transportation (WSDOT) and they will notify us when the FTA updates the 2025 documents, and they are posted. The annual filing deadline has historically been April 30th; however, our WSDOT contacts believe that the deadline will be extended.

Recommended Action

None.

Attachments

None.